

Finance and General Purposes Committee

Agenda

Meeting reference: F&GP2019-20/04

Date: Wednesday 27 May 2020 at 5:30pm

Location: Online

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 Wednesday 04 March 2020		Chair	Paper 1
5	Actions arising from previous minutes			
6	Financial Performance			
6.1	Perth College Management Accounts: 9 months to 30 April 2020	Interim Head of Finance	Interim Head of Finance	Paper 2
*6.2	Perth College Group: Mid Year Return 2019/20	Financial Accountant	Financial Accountant	Paper 3
*6.3	Perth College Indicative Budget 2020-21 & Future Financial Forecast	Vice Principal (External) & Interim Head of Finance	Vice Principal (External)	Paper 4 Closed
6.4	National Insurance Settlement	Financial Accountant	Financial Accountant	Paper 5 Closed
6.5	AST Management Accounts: 9 months to 30 April 2020	Interim Head of Finance	Interim Head of Finance	Paper 6 Closed
*6.6	AST Business Plan 2020/21	AST General Manager	Vice Principal (External)	Paper 7 Closed
*7	Estates			
7.1	Estates Strategy	Head of Estates	Depute Principal (Academic)	Paper 8

7.2	Estates Update	Head of Estates	Depute Principal (Academic)	Paper 9
8	Procurement			
*8.1	Procurement Extension Proposals <ul style="list-style-type: none"> • Catering • Finance Systems • Internal Audit 	Vice Principal (External)	Vice Principal (External)	Paper 10
8.2	Residences Contract Tender	Procurement Manager	Depute Principal (Academic)	Paper 11
8.3	Insurance Tender	Procurement Manager	Depute Principal (Academic)	Paper 12
9	Human Resources			
9.1	HR Update	Head of HR & Organisational Development	Head of HR & Organisational Development	Paper 13
10	Compliance			
10.1	Risk Register – F&GP	Clerk	Chair	Paper 14
11	Policies & Procedures			
11.1	Whistleblowing Policy	Head of HR & Organisational Development	Head of HR & Organisational Development	Paper 15
12	Committee Minutes (for noting by Committee)			
12.1	JNC Support Staff <ul style="list-style-type: none"> • 05 March 2020 			Paper 16
12.2	JNC Lecturing Staff <ul style="list-style-type: none"> • 05 March 2020 			Paper 17
12.3	JNC Consultation Meetings <ul style="list-style-type: none"> • 15 January 2020 • 31 January 2020 			Paper 18 Paper 19
13	Date and Time of next meeting <ul style="list-style-type: none"> • tbc 		Clerk	
14	Review of Meeting (Committee to check against the Terms of Reference to ensure all competent business has been covered)			Paper 20

Finance & General Purposes Committee

DRAFT MINUTES

Meeting reference: F&GP 2019-20/03

Date and time: Wednesday 04 March 2020 at 5:30pm

Location: Room 019

Members present: David Littlejohn, Board Member
Brian Crichton, Board Chair
Craig Ritchie, Board Member
Debbie Hutchison, Board Member
Katrina Hodgson, Board Member

In attendance: Lorenz Cairns, Depute Principal (Academic)
Veronica Lynch, Vice Principal (External)
Graham Little (Interim Head of Finance)
Katy Lees (Head of HR & Organisational Development)
Ian McCartney, Clerk to the Board of Management

Apologies: Margaret Cook, Principal
Catherine Etri, Associate Principal (Curriculum)
Amy Studders (HISA Perth President)

Chair: **David Littlejohn**

Minute Taker: Ian McCartney

Quorum: 3

Summary of Action Items

Ref	Action	Responsibility	Time Line
6	7 – Estates Update Depute Principal (Academic) to prepare brief based on Paper 3 for a competitive procurement process re Estates Strategy, inclusive of options appraisal.	Depute Principal	Next meeting
9	HR Update Progression Plan re mandatory training to be presented to next F&GP meeting	Head of HR & OD	Next meeting
9	HR Update Investigate useful comparators for staff turnover analysis	Head of HR & OD	Next meeting
10	Policies Corrections and amendments re Procurement Strategy to be advised to APUC	Clerk	March Board meeting
10	Policies Align amended policy with Terms of Reference and Schedules of Delegation within Governance Manual	Clerk	June Board meeting
11	Review of Risk Register Update minor amendments against Risks 5, 6, 7 & 9.	Clerk	March Board meeting

Minutes:

Item		Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting, and introduced Interim Head of Finance to first meeting.</p> <p>Apologies were received from Margaret Cook, Principal; Catherine Etri, Associate Principal; and Amy Studders, HISA Perth President.</p>	
2	<p>Additions to the Agenda</p> <p>There were no additions to the Agenda</p>	
3	<p>Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest.</p>	
4	<p>Minutes of Meeting held on 11 December 2019</p> <p>Pending corrections to some minor typographical errors, the Minutes were accepted as an accurate record.</p>	
5	<p>Minutes of Extraordinary Meeting held on 11 February 2020</p> <p>Pending corrections to some minor typographical errors, the Minutes were accepted as an accurate record.</p>	
6	<p>Matters Arising from Previous Minutes</p>	
	<p><u>Minutes of Meeting held on 11 December 2019</u></p> <p><u>1 Welcome</u></p> <p>Action: Clerk to ensure that papers for extraordinary meeting of F&GP/Audit/ Board are circulated at least 1 week in advance of meeting</p> <p>Action Update: Work in progress</p> <p><u>7 Estates Update</u></p> <p>Action: Depute Principal (Academic) to prepare brief based on Paper 3 for a competitive procurement process re Estates Strategy, inclusive of options appraisal.</p> <p>Action Update: Deferred to next meeting</p>	<p>Depute Principal</p>

	<p><u>14 External Audit 2018-19</u></p> <p>Action 1: Disclosures summary actions on Paper 10 to be qualified to reflect no guarantee that all issues identified</p> <p>Action 2: Rationale on Paper 10 to be amended to avoid pre-judgement of outstanding investigations</p> <p>Action Update: Completed</p> <p><u>Minutes of Extraordinary Meeting held on 11 February 2020</u></p> <p>Actions relating to Items 4, 5, 7 and 8 of this meeting were completed prior to Extraordinary Board Meeting held on 20 February 2020.</p>	
7	Accounts	
7.1	<p>Perth College Management Accounts – 6 months to 31 January 2020 & Mid-Year Forecast to 31 July 2020</p> <p>Interim Head of Finance presented Papers 3a and 3b and summarised position, noting that College was currently £72k ahead of budget.</p> <p>Chair clarification use of Training Agencies/SDS within Tuition Fees as one term had replaced the other.</p> <p>Interim Head of Finance noted the £1m cash position in the Balance Sheet included a large amount of ring-fenced income, therefore the working cash figure amounted to around £500k, or around 4 working days. Chair (BoM) proposed that there should be at least 1 week's non-ringfenced cash available at any given time, which Committee agreed with.</p> <p>Chair (BoM) noted that Commercial Income linked to Business & International Development Strategies was £200k behind budget, and queried whether this was a blip or a poor starting point. Vice Principal noted that the timings with regard to phasing of payments against budgets require some work.</p> <p>Board Member queried AST contribution. It was noted that the Gift Aid element of the relationship cannot be assumed, however a service fee arrangement was also included. On query, it was clarified that AST have separate cash arrangements to the College.</p> <p>Chair noted that accuracy of budgets had been improved but some inconsistencies remained, eg Mountain Studies.</p> <p>Depute Principal sought guidance from Committee re use of Libyan</p>	

	<p>money. Vice Principal noted that the AST General Manager had been tasked with identifying source to repay, and this task is still in progress.</p> <p>Interim Head of Finance advised that the Mid year Forecast was due to be submitted by the end of March and approval of process was sought.</p>	
7.2	<p>AST Management Accounts (CLOSED)</p> <p>[REDACTED]</p>	
8	<p>Estates</p>	
	<p>8.1 Estates Update</p> <p>Depute Principal summarised Paper 5 noting in particular the backlog maintenance figure of £13m, which prompted discussion over the need for a 5-year planned maintenance strategy, and likely levels of funding available for Estates expenditure given information from the Infrastructure Commission for Scotland.</p> <p>Board Member queried £10k unplanned expenditure on ASW, given the building was so new – it was clarified that this was due to air conditioning issues.</p> <p>Chair (BoM) queried whether the sale of the Kinross Learning Centre was included in the forward cash projections. Interim Head of Finance clarified that it was, however this would be held as a capital receipt.</p> <p>Committee was informed that 71 applications had been submitted for vacant Head of Estates position</p>	
8.2	<p>Tenders: Catering Contract (CLOSED)</p> <p>[REDACTED]</p>	
9	<p>Human Resources</p>	
	<p>HR Update</p> <p>Head of HR & Organisational Development presented Paper 8, highlighting key points therein.</p>	

	<p>Chair (BoM) noted that the continued delay in achieving satisfactory levels of completion of mandatory training was wholly unacceptable. Head of HR and Depute Principal advised on mitigating circumstances, but accepted principle. Chair (BoM) noted that any failure arising from lack of mandatory training would land at the Board and proposed that a paper outlining a progression plan in this area be brought back to the next F&GP meeting. This was AGREED by Committee</p> <p>Board Member queried comparative figures for turnover to allow meaningful analysis. Head of HR & OD to investigate useful comparators.</p>	<p>Head of HR & OD</p> <p>Head of HR & OD</p>
10	Policies	
	<p>Procurement Strategy & Policy</p> <p>Depute Principal introduced papers 9 and 10, and noted that the 2-year timescales allowed direct alignment to the College Strategic Planning timetable.</p> <p>Board Member sought clarification on some terminology and phrases utilised within the document. Clerk to instruct APUC to provide clarity on such terminology, and to correct faulty footers and page alignments prior to the papers being submitted to the Board for final approval.</p> <p>Subject to the above being carried out, Committee APPROVED the Procurement Strategy & Procurement Policy documents.</p> <p>Board Member note the need to align amended policy with Terms of Reference and Schedule of Delegation within Governance Manual.</p> <p>Chair (BoM) queried staff training around the new policies and procedures. Head of HR & OD noted that this would be captured within the ongoing plans related to amended financial regulations.</p>	<p>Clerk</p> <p>Clerk</p>
11	Compliance	
11.1	<p>Review of Risk Register</p> <p>Committee reviewed items on Risk Register within the remit of the Committee and found the risk levels to be correct.</p> <p>Minor amendments were noted against Risks 5, 6, 7 & 9 which Clerk would update prior to the next Board meeting.</p>	<p>Clerk</p>
12	Performance Management – Balanced Scorecard	

	<p>Clerk outlined Paper 12, noting the links to the KPIs generated by the Strategic Plan.</p> <p>On reviewing the Balanced Scorecard, Committee expressed dissatisfaction with the use of retrospective measures and suggested use of a real-time assessment Scorecard to allow for real-time adjustments.</p> <p>Clerk instructed to look at more appropriate KPIs and consider a dashboard-style presentation.</p>	
13	<p>Committee Minutes</p> <p>The minutes for the following meetings were received and noted:</p> <ul style="list-style-type: none"> ● JNC Support Staff, 12 December 2019 ● JNC Lecturing Staff, 22 January 2020 ● JNC Consultation meetings 03 December 2019, 11 December 2019 & 15 January 2020 (Summary only) 	
14	<p>Date & Time of next meeting</p> <p>Wednesday 27 May 2020 at 5:30pm</p>	
12	<p>Review of Meeting</p> <p>The Committee agreed the meeting had covered its Terms of Reference.</p>	

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

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

Status of Minutes – Open* Closed
*** Excepting Items 7.2 & 8.2**

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

Paper 2

Committee	Finance & General Purposes Committee
Subject	Perth College Management Accounts to 30 April 2020
Date of Committee meeting	27/05/2020
Author	Graham Little, Interim Head of Finance
Date paper prepared	20/02/2020
Executive summary of the paper	Accounts pack includes 9 Months to 30 April 2020 and Forecast to 31 July 2020
Consultation How has consultation with partners been carried out?	N/A
Action requested	<input checked="" type="checkbox"/> For information <input checked="" 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
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	

Perth College UHI

<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	No
<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>	No
<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>	Non-Confidential
<p>Freedom of information</p> <p>Can this paper be included in "open" business?*</p>	Open Business

* 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
Board of Management
Finance & General Purposes Committee
Management Accounts
9 Months to 30th April 2020

OVERVIEW

The report sets out the College Management Accounts for the period August – April 2020. The College is ahead of the budgeted I&E position to Month 9 Aug-Apr 20, reporting a positive variance against budget of £306k at the bottom line.

I&E Structure	Final Manaccs	2019/20 Actuals Apr 20 £'000	2019/20 Budget Apr 20 £'000	Budget V Actual £'000
Income	Funding Council Grants excluding Research based	-11,804	-11,923	(119)
	Tuition Fees & Education Contracts	-2,723	-2,943	(220)
	Catering & Residences	-853	-893	(40)
	UHI Non Recurrent Income	-109	-123	(14)
	Other Income Generating Activities	-1,006	-1,120	(114)
	Research Centre Activity Income & Grant Funding	-251	-88	163
	Release of Deferred Capital Grant	-147	-147	0
	ASW & Climbing Wall	-358	-371	(12)
	Other Income	-668	-481	187
	Bursary/ Hardship Grant (Excluding Childcare)	-2,111	-1,878	233
Income Total		-20,030	-19,966	64
Pays	Teaching Departments	8,873	8,877	3
	Teaching Support Services	1,350	1,513	164
	Administration & Central Services	1,541	1,501	(39)
	Premises	591	664	74
	Other Income Generating Activities	390	393	2
	Research Centre Activity Income & Grant Funding	213	173	(40)
	ASW & Climbing Wall	336	308	(28)
Pays Total		13,294	13,430	136
Non Pay Expenditure	Teaching Departments	569	462	(107)
	Teaching Support Services	357	349	(9)
	Administration & Central Services	1,196	1,108	(88)
	Premises	992	1,179	187
	Catering & Residences	829	861	32
	Other Income Generating Activities	172	347	175
	Interest Payable	0	11	11
	Other Expenses - Childcare	227	402	175
	Research Centre Activity Income & Grant Funding	31	14	(17)
	ASW & Climbing Wall	156	137	(19)
	Depreciation	697	697	0
	Bursary/ Hardship Grant (Excluding Childcare)	2,112	1,878	(234)
Non Pay Expenditure Total		7,339	7,445	106
Grand Total		604	910	306

INCOME

Income is ahead of budget by £64k to Month 9 with the largest variances generated in Bursary Income £233K (this will be matched by Expenditure), Other Income £187K (which includes £96K of backdated ESIF and ELC funding not originally budgeted for), and Research £163K.

Funding Council Grants and Tuition Fees along with OIGA are under Budget to month 9, The current situation we are in with Covid-19, has resulted in an underspend against budget for Childcare Income (this will however be matched with an underspend on expenditure). Tuition Fees are under budget by (£220K), this is due to the timing of completion on delivery of modules, for Foundation Apprenticeships and Flexible Workforce Development Fund (FWDF).

A further breakdown of this can be seen in the Management Accounts Pack.

Income Stream	2019/20 Actuals Apr 20 £'000	2019/20 Budget Apr 20 £'000	Budget V Actual Apr 20 £'000
Funding Council Grants excluding Research based	-11,804	-11,923	(119)
Tuition Fees & Education Contracts	-2,723	-2,943	(220)
Catering & Residences	-853	-893	(40)
UHI Non Recurrent Income	-109	-123	(14)
Other Income Generating Activities	-1,006	-1,120	(114)
Research Centre Activity Income & Grant Funding	-251	-88	163
Release of Deferred Capital Grant	-147	-147	0
ASW & Climbing Wall	-358	-371	(12)
Other Income	-668	-481	187
Bursary/ Hardship Grant (Excluding Childcare)	-2,111	-1,878	233
	-20,030	-19,966	64

OTHER INCOME GENERATING ACTIVITIES

OIGA Area	2019/20 Actuals Apr 20 £'000	2019/20 Budget Apr 20 £'000	Budget V Actual Apr 20£'000
BMCL	-41	-85	(44)
CI	-56	-66	(10)
CI - General - Comm Activity	-2		2
HESS	-98	-85	13
EST	-507	-555	(49)
International Centre	-4	-3	1
Language School - Comm Activity	-114	-100	14
Nursery	-185	-225	(40)
	-1,006	-1,120	(114)

Total Commercial Income to Month 9 is £1,006k and is lower than that budgeted by (£114K).

Within BMCL, FSC06 Hospitality is behind budget by (£25k) while FSC09 Sport & Fitness is behind budget by (£22K). With FSC07 Business & Accounting being £4K above Budgeted figure.

EST (STEM) – FTC09 Aeronautical Engineering is the main contributor with the largest adverse variance of (£41K) against budgeted Income to Month 9.

Nursery – Income fee for students has been accrued to end of March 2020. Due to the current circumstances, projected income to July 2020 is likely to change and is currently under discussion on how to report this.

RESEARCH CENTRES

Research Income	2019/20 Actuals Apr 20 £'000	2019/20 Budget Apr 20 £'000	Budget V Actual Apr20 £'000
Higher Education - Part Time	-43	-41	2
OTHER INCOME	-59	-28	31
RESEARCH INCOME	-149	-20	130
	-251	-88	163

The Centre for Mountain Studies have generated £251k of income against a budget of £88k to Month 9. All income has now been released or accrued in line with the recent completion of two Research Projects to the end of April 2020.

EXPENDITURE

SALARY COSTS

Staff Costs	2019/20 Actuals Apr 20 £'000	2019/20 Budget Apr 20 £'000	Budget V Actual Apr 20£'000
Teaching Departments	8,873	8,877	3
Teaching Support Services	1,350	1,513	164
Administration & Central Services	1,541	1,501	(39)
Premises	591	664	74
Other Income Generating Activities	390	393	2
Research Centre Activity Income & Grant Funding	213	173	(40)
ASW & Climbing Wall	336	308	(28)
	13,294	13,430	136

The financial position for the nine months to 30th April 2020 is an under spend of £136k, this is an improvement of £104k from the position reported in March. The improvement relates primarily to the historical element of the National Insurance provision, due to staff having multiple pay numbers. The settlement proposed by HMRC is lower than the provision made last year, and while the disclosure for 2019/20 is still to be made HMRC are aware that this will be made.

The position to April can be further broken down as Professional Services £147k under spend and Academic £11k overspend. It is anticipated that the forecast outturn for the year to 31st July 2020 for pay will be an underspend of c£110k.

Although the Professional Services staffing group are underspending, there are several underlying issues to be considered. The historical savings target is contributing to a cost pressure of £98k to date and on-going issues around the NI contributions to staff with multiple pay codes are being accounted for centrally at c£6k per month, albeit the element pre 2019/20 has now been quantified. This is captured in the table above under the Administration and Central Services heading.

The main areas for concern within the professional services area is ASW (£28k), this relates to the use of additional bank staff hours specifically to cover for both planned and unplanned absence. The impact of Covid-19 is still unknown however the assumption is that there will be that a significant decline in the requirement for additional Bank staff hours, however it should be noted that income has also been adversely affected. The service has also recently identified staff to be furloughed which will result in additional income to offset these COVID-19 related income reductions.

ADMINISTRATION & CENTRAL SERVICES

Area	2019/20 Actuals Apr 20 £'000	2019/20 Budget Apr 20 £'000	Budget V Actual Apr 20 £'000
Central Administration	-28	-98	(70)
Development Trust	18	18	0
Finance Department	268	263	(5)
Health and Safety	29	28	(1)
Human Resources and Organisational Development	282	278	(3)
Information Systems	320	333	13
Marketing Department	84	88	3
Materials Development	79	79	1
Procurement	18	18	0
Senior Management	472	494	22
	1,541	1,501	(39)

The Academic budget is currently £11k overspend, this includes the Research Centre Activity Income & Grant Funding (£40k overspend), however this source of funding is offset through the recovery of research income. Work with sector managers and SDDs will continue in order to review ongoing financial implication and service delivery.

The Senior Management Dept (£22k), is currently showing a significant underspend to date. This has been offset by agency fees with the true underspend being c£6k. The information services department (£13k), is also underspending and this is primarily related to savings in relation to maternity costs and no backfill costs being incurred.

PREMISES

Premises	2019/20 Actuals Apr 20 £'000	2019/20 Budget Apr 20 £'000	Budget V Actual Apr20 £'000
Halls of Residence	1		(1)
Property - Hard Facilities Management	51	69	19
Property - Soft Facilities Management	457	485	28
Property Costs - Central	82	110	28
	591	664	74

Premises costs are currently under spending by £74k for the first nine months to April. There are two significant savings within the department, the decision to delay the appointment of a Head of Estates, which has now been filled and the operational decision not to replace the Lead Caretaker.

The hard facilities management underspend is directly related to the reduced hours of technicians. Two technicians have reduced by 0.2fte and 0.4fte respectively and this underspend is anticipated to continue for the remainder of the financial year. This reduction in cost will require to be considered in conjunction with potential service delivery implications.

NON-SALARY COSTS

Non-Salary costs total (excluding Bursary) of £5,226k to Month 9, are lower than budgeted by (£341k). The table below summarises these, the largest contributors, to this underspend are OIGA (£175k), this is reflected in the income. Premises (£187k), followed by Childcare of (£175k). With Teaching Departments and Administration & Central Services both reporting overspends.

Non Staff Costs (excluding Bursary)	2019/20 Actuals Apr 20 £'000	2019/20 Budget Apr 20 Budget £'000	Sum of Budget V Actual £'000
Teaching Departments	569	462	(107)
Teaching Support Services	357	349	(9)
Administration & Central Services	1,196	1,108	(88)
Premises	992	1,179	187
ASW & Climbing Wall	156	137	(19)
Catering & Residences	829	861	32
Other Income Generating Activities	172	347	175
Research Centre Activity Income & Grant Funding	31	14	(17)
Other Expenses - Childcare	227	402	175
Interest Payable	0	11	11
Depreciation	697	697	0
	5,226	5,567	341

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 underspend to Month of £152K. This would have normally increased during the Easter and Summer breaks where the majority of maintenance works are carried out.

Premises	2019/20 Actuals Apr 20 £'000	2019/20 Budget Apr 20 £'000	Budget V Actual Apr20 £'000
Property - Hard Facilities Management	564	716	152
Property - Soft Facilities Management	70	103	32
Property - Utilities	353	353	(0)
Property Costs - Central	5	7	2
	992	1,179	187

ADMINISTRATION & CENTRAL SERVICES

In contrast to the areas of spend noted above, Administration and Central Services non pay costs exceed budget to Month 9 by (£88K) as detailed below.

Area	2019/20 Actuals Apr 20 £'000	2019/20 Apr 20 Budget £'000	Sum of Budget V Actual £'000
Central Administration	529	458	(71)
Development Trust	5		(5)
Finance Department	50	5	(45)
Health and Safety	3	15	12
Human Resources and Organisational Development	148	167	19
Information Systems	220	220	(0)
International Centre			0
Marketing Department	28	44	16
Materials Development	126	119	(8)
Personnel Department			0
Procurement	61	48	(14)
Senior Management	25	34	8
Student Services			0
	1,196	1,108	(88)

The largest overspend against budget has been incurred in Central Administration and includes higher than expected Pension Charge of £31K, additional HISA partnership contributions not budgeted £45K.

Other overspends are from Finance this is due to Agency Fees paid at the start of the year for an Interim Financial Accountant and temporary Management Accountant £35k. Procurement – PPE costs up by (17K) against budget.

CONCLUSION

During this difficult time, the college will continue to monitor all items of income and expenditure closely to minimise the impact of COVID-19 on lost sources of revenue. In particular the focus will very much be on the salary position against budget.



AUGUST 2019 - APRIL 2020
Management Accounts



Actual 9 MONTHS to 30-04-2019	PERTH COLLEGE GROUP	Actual 9 MONTHS to 30-04-2020 £000's	Budget 9 MONTHS to 30-04-2020 £000's	Budget 12 MONTHS to 31-07-2020 £000's
	FINANCIAL STATEMENT			
	9 MONTHS to 30th April 2020			
	INCOME			
10,892	Funding Council Grants excluding Research based	11,804	11,923	15,897
2,759	Tuition Fees & Education Contracts	2,723	2,943	3,924
915	Catering & Residences	853	893	1,190
0	European Income	0	0	0
106	UHI Non Recurrent Income	109	123	164
1,078	Other Income Generating Activities	1,006	1,119	1,493
125	Research Centre Activity Income & Grant Funding	251	89	118
147	Release of Deferred Capital Grant	147	147	196
350	ASW & Climbing Centre Income	358	371	494
712	Other Income	668	481	641
17,085	INCOME SUB TOTAL	17,919	18,087	24,118
1,958	Bursary/ Hardship Grant(Excluding Childcare)	2,111	1,877	2,503
19,042	TOTAL INCOME	20,030	19,965	26,621
	EXPENDITURE			
	Staff Costs			
7,900	Teaching Departments	9,156	8,876	11,835
1,095	Teaching Support Services	1,067	1,514	2,018
1,496	Administration & Central Services	1,541	1,502	2,002
0	Restructuring costs	0	0	0
635	Premises	601	665	886
331	ASW & Climbing Centre	326	308	411
453	Other Income Generating Activities	391	393	524
182	Research Centres	213	173	231
12,091	TOTAL STAFF COSTS	13,294	13,430	17,907
	Non Staff Costs			
553	Teaching Departments	569	462	616
304	Teaching Support Services	358	349	465
1,127	Administration & Central Services	1,197	1,108	1,477
749	Premises	992	1,179	1,572
189	ASW & Climbing Centre	156	137	183
936	Catering & Residences	829	861	1,148
281	Other Income Generating Activities	172	347	462
24	Research Centres	31	14	18
288	Other Expenses - Childcare	227	402	536
0	Student Support Funds Overspend (incl. Childcare)	0	0	0
11	Interest Payable	0	11	15
697	Depreciation	697	697	929
5,158	NON STAFF COSTS SUB TOTAL	5,228	5,566	7,421
0	LESS:Reduction in Early Retirement Pension Provision	0	0	0
5,158	TOTAL NON STAFF COSTS	5,228	5,566	7,421
	EXPENDITURE SUB TOTAL	18,522	18,996	25,328
1,958	Bursary/ Hardship Payments (Excluding Childcare)	2,111	1,878	2,504
19,207	TOTAL EXPENDITURE	20,633	20,874	27,832
(164)	COLLEGE SURPLUS/(DEFICIT)	(604)	(909)	(1,212)
0	PROFIT/(LOSS)CONTRIBUTION FROM A.S.T.	0	0	0
	EFFICIENCY SAVING	0	0	0
(164)	TOTAL GROUP SURPLUS/DEFICIT(-)	(604)	(909)	(1,212)
163	REVALUATION DEPRECIATION ADD BACK	0	0	0
(1)	Group Historical Cost Surplus/(Deficit) for the Period	(604)	(909)	(1,212)
0	Less: Transfers to ALF	0	0	0
(1)	Amount to be transferred to retained earnings	(604)	(909)	(1,212)

PERTH COLLEGE

BALANCE SHEET

as at 30th April 2020

	AS AT 30/04/2020	AS AT 30/04/2019
	£000	£000
FIXED ASSETS		
TANGIBLE ASSETS	35,608	36,375
INVESTMENTS	20	20
	35,628	36,395
CURRENT ASSETS		
STOCKS	24	30
DEBTORS	1,851	1,699
CASH AT BANK AND IN HAND	2,120	2,114
AMOUNTS DUE FROM SUBSIDIARY COMPANY	0	0
	3,996	3,843
CREDITORS:AMOUNTS DUE WITHIN ONE YEAR		
BANK TERM LOAN	0	0
TRADE CREDITORS	105	293
OTHER TAXATION AND SOCIAL SECURITY	328	321
OTHER CREDITORS	347	171
ACCRUALS AND DEFERRED INCOME	3,831	5,215
DEFERRED INCOME - CAPITAL GRANT	66	50
UNSPENT STUDENT SUPPORT FUNDS	0	0
AMOUNTS DUE TO SUBSIDIARY COMPANY	0	0
	4,676	6,050
NET CURRENT ASSETS/(LIABILITIES)	(680)	(2,207)
TOTAL ASSETS LESS CURRENT LIABILITIES	34,947	34,188
CREDITORS:AMOUNTS DUE AFTER MORE THAN ONE YEAR		
PROVISION FOR LIABILITIES AND CHARGES / DEFERRED GRANT	5,512	5,412
LOANS	0	0
NET ASSETS Excluding Pension Liability	29,436	28,776
Pension Liability	5,683	2,883
NET ASSETS Including Pension Liability	23,752	25,892
REPRESENTED BY:		
REVALUATION RESERVES	17,645	17,786
INCOME & EXPENDITURE ACCOUNT	11,791	10,990
PENSION RESERVE	(5,683)	(2,883)
TOTAL RESERVES	23,752	25,892
TOTAL	23,752	25,892
	0	0

PERTH COLLEGE						
GRANTS				9		
2019-20	ACTUAL V BUDGET		2019-2020	2019-2020	2019-2020	
9 MONTHS ACTUAL	to 30-04-2020	CODE	9 MONTHS ACTUAL	9 MONTHS BUDGET	12 MONTH BUDGET	
					ACTUAL V BUDGET VARIANCE +/-	
5,671,985	FE MAIN RECURRENT GRANT		£6,346,808	£6,346,808	£8,462,411	0
0	FE LUPS	123	£112,500	£112,500	£150,000	0
5,671,985			£6,459,308	£6,459,308	£8,612,411	0
4,664,062	HE MAIN RECURRENT GRANT	108	£4,800,057	£4,797,182	£6,396,242	2,875
-75,750	MICRORAM		-£216,000	-£216,000	-£288,000	0
288,242	CHILDCARE	524	£226,749	£402,077	£536,103	(175,328)
19,792	ADDITIONAL ESOL GRANT FUNDING	148	£0	£15,000	£20,000	(15,000)
17,250	UHI KNOWLEDGE TRANSFER		£4,167	£0	£0	4,167
6,000	EMA ADMIN SUPPORT & OTHER SUNDRY GRANTS	121	£7,650	£6,000	£8,000	1,650
	MENTAL HEALTH COUNCELLORS FUNDING FROM UHI	20	£22,500	£0	£0	
0	ESTATES GRANT RELEASE - F.E.	386	£0	£0	£0	
4,644	FE Funding Sanitary Products 18-19 - B801010.EPC15	613	£6,360	£0	£0	6,360
175,284	FE CAPITAL Maintenance Back log B801010 EPC01 387	387	£265,367	£255,563	£340,751	9,804
0	UHI Estate Grant HE B801010.EPC01	132	£160,274	£153,593	£204,791	6,681
0	ESTATES CAPITAL FORMULA FUNDING	389	£67,286	£50,304	£67,072	16,982
120,489	ESTATES CAPITAL FORMULA FUNDING	388	£0	£0	£0	
0	ESTATES GRANT RELEASE - H.E.	385	£0	£0	£0	0
0	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - F.E.	381	£0	£0	£0	0
0	ESTATES GRANT RELEASE - H.E.	379	£0	£0	£0	0
0	ESTATE GRANT RELEASE - ADDITIONAL MAINTENANCE - H.E.	382	£0	£0	£0	0
10,891,998			£11,803,719	£11,923,028	£15,897,370	(141,809)
0	LESS:UHI FUNDING SHOWN UNDER RESEARCH		£1	£0	£0	1
10,891,998	PER ACCOUNTS		£11,803,718	£11,923,028	£15,897,370	(141,810)
	UHI NON RECURRENT					
103,547	PL & Module Unit Payments (Excluding Research Centres)	U26 & U41	£103,926	£103,925	£138,567	0
2,258	EXAM BOARD	U11	£4,600	£4,500	£6,000	100
0	OTHER	U03/U23/U25	£0	£0	£0	0
		U04				
	CIAF College Innovation Fund	114	£0	£15,000	£20,000	
105,805			£108,526	£123,425	£164,567	100
0	LESS:COURSE MANAGEMENT SHOWN UNDER RESEARCH		£0	£0	£0	0
105,805	PER ACCOUNTS		£108,526	£123,425	£164,567	100
10,997,803			£11,912,243	£12,046,453	£16,061,937	(141,709)

PERTH COLLEGE				
ESTATES /CAPITAL GRANT RELEASE - 2019-20				
MAKE UP OF FIGURES				
	CODE	2019-20 ORIGINAL BUDGET	EXPENDITURE April 2020 ACCOUNTS	COVERED BY GRANT RELEASE
Planned Building Maintenance etc	B 201001 EPC15	£612,614	£210,431	£210,431
FURNITURE BIDS	B 201001 EPC15 617	£0	£8,186	£8,186
Sanitary Products	B201001.EPC15 613	£0	£6,360	£0
Environmental Sustainability	B 201001 EPC15 619	£0	£343	£343
Brahan Refectory Furniture	B 201001 EPC15 620	£0		£0
Summer Refurbishments	B 201001 EPC15 626	£0	£75,840	£75,840
Asbestos Removal	B 201001 EPC15 625	£0	£1,148	£1,148
Maintenance of Academic Equipment	B 201001 EPC15 635	£0	£13,066	£13,066
Carbon Management	B 201001 EPC15 652	£0		£0
Consultancy & Feasibility Studies	B 201001 EPC15 654	£0	£13,028	£13,028
Condition Survey Programme	B 201001 EPC15 655	£0		£0
Fire Upgrade Works	B 201001 EPC15 656	£0	£8,809	£8,809
Legionella Works	B 201001 EPC15 691	£0	£7,392	£7,392
Lift Replacement	B 201001 EPC15 581	£0	£0	£0
<i>Sub Total</i>		<i>£612,614</i>	<i>£344,603</i>	<i>£338,243</i>
ACADEMIC EQUIPMENT Curriculum RAG	B 702005 Various	£0	£0	£0
SOFTWARE	B 302051 BMI01	£15,000	£9,596	£9,596
<i>Sub Total</i>		<i>£15,000</i>	<i>£9,596</i>	<i>£9,596</i>
Total		£642,614	£354,199	£347,839
ALLOCATION TO PLANNED MAINTENANCE	B 201002 EPC15	£100,000	£50,890	£50,890
ALLOCATION TO UNPLANNED MAINTENANCE	B 201003 EPC15	£130,000	£94,197	£94,197
REVENUE EXPENDITURE FUNDED OUT OF ESTATES GRANT		£872,614	£499,286	£492,926
		£872,614	£499,286	£492,926

PERTH COLLEGE				
TUITION FEE SUMMARY			9	
ACTUAL 9 MONTHS to 30-04-2019	9 MONTHS to 30th April 2020	ACTUAL 9 MONTHS to 30-04-2020	BUDGET 9 MONTHS to 30-04-2020	BUDGET 12 MONTHS to 31-07-2020
2,921,251	H.E.FULL TIME	2,758,936	2,190,736	2,920,981
251,188	H.E.PART TIME	362,855	79,324	105,765
105,505	F.E.PART TIME	67,176	22,500	30,000
138,670	EVENING NON VOCATIONAL	28,397	51,838	69,117
0	CENTRAL ADMIN	0	0	0
36,377	OPEN/DISTANCE LEARNING Highers	14,052	3,750	5,000
0	OPEN ACCESS	0	0	0
-972,936	MONTH END ACCRUAL (PREPAYMENT)	-883,269		
		2,348,147	2,348,147	3,130,863
69,017	SKILLSEEKERS (Managing Agents)	88,885	78,000	104,000
178,625	TRAINING AGENCY - Mod Appr	123,762	135,000	180,000
20,138	SDS/Foundation Apprenticeships	106,475	278,884	371,845
0	Employability (Ready to Work)	0	0	
11,048	Flexible Workforce Dev Fund	55,770	102,938	137,251
2,758,881		374,892 0	594,822	793,096

PERTH COLLEGE					
INTERNATIONAL FEE SUMMARY				9	
ACTUAL 9 MONTHS to 30-04-2019	9 MONTHS to 30th April 2020		ACTUAL 9 MONTHS to 30-04-2020	BUDGET 9 MONTHS to 30-04-2020	BUDGET 12 MONTHS to 31-07-2020
UNDERGRADUATE					
3,000	Early Education Childcare	FSC03	0	0	0
9,675	Social Sciences	FSC04	5,141	13,879	18,505
4,198	Hospitality	FSC06	0	12,458	16,610
1,875	Business and Accounting	FSC07	11,107	6,750	9,000
0	Computing	FSC08	0	5,141	6,855
0	Sport and Fitness	FSC09	0	0	0
9,750	Music and Music Business	FTC02	10,789	13,016	17,355
41,250	- Zhoukou	FTC02 867	37,125	41,250	55,000
6,750	Art and Creative Technologies	FTC03	1,875	7,016	9,355
7,380	Sound and Audio Engineering	FTC04	5,141	5,141	6,855
	Science	FTC08	8,400	11,280	15,040
54,433	Aeronautical and Aircraft Engineering	FTC09	60,962	118,016	157,355
0	- Zhengzhou International Centre	FIC01 880	0		
0	- Zhengzhou	FTC09 880	54,050	38,813	51,750
0	- Chenjdu	FTC09 873	0	0	0
0	Electrical and Mechanical Systems	FTC10 842	0	0	
179,606	- Hunan	FTC00 842	231,636	238,500	318,000
143,475	- HUUC	FTC00 868	113,625	106,875	142,500
	- Kuwait	FTC00 789		0	
				0	
461,392	Total Undergraduate		539,851	618,135	824,180
POST GRADUATE					
6,551	Management	FSC05	0	1,500	2,000
0		FIC01 L65	0		
6,551	Total Post Graduate		0	1,500	2,000
	TOTAL		539,851	619,635	826,180

9 MONTHS ACTUAL to 30-04-2019	STUDENT RESIDENCES	9 MONTHS ACTUAL to 30-04-2020	9 MONTHS BUDGET to 30-04-2020	12 MONTHS BUDGET to 31-07-2020
	INCOME			
£227,551	RENTAL INCOME	£233,955	£225,000	£300,000
£21,689	SUMMER LETS	£19,386	£45,000	£60,000
£2,550	SUNDRY INCOME	£2,036	£1,875	£2,500
£251,790	TOTAL INCOME	£255,377	£271,875	£362,500
	EXPENDITURE			
	PLANNED MAINTENANCE	£0	£0	£0
£23,942	UNPLANNED MAINTENANCE	£12,904	£18,000	£24,000
£14,701	ELECTRICITY, WATER & GAS	£16,168	£15,319	£20,425
£0	WARDEN SALARIES	£0	£0	£0
£1,918	EQUIPMENT/MATERIALS/HOSPITALITY	£4,009	£2,250	£3,000
£92	BANK CHARGES	£15	£0	£0
£8,475	Contract Cleaning of Halls	£8,475	£8,475	£11,300
£120,797	SUB CONTRACTED SERVICES - SYHA	£115,398	£115,398	£153,864
£26,250	AGENTS COMMISSION	£26,250	£26,250	£35,000
£196,175	TOTAL EXPENDITURE	£183,219	£185,692	£247,589
£55,615	SURPLUS / (DEFICIT) before Depreciation and Interest	£72,158	£86,183	£114,911
£64,625	DEPRECIATION	£64,607	£64,625	£86,166
	LOAN INTEREST	£0	£0	£0
-£9,010	SURPLUS / (DEFICIT) after Depreciation and Interest	£7,551	£21,559	£28,745
	CATERING			
	INCOME			
£140,808	BRAHAN	£122,011	£143,573	£191,431
£305,946	GOODLYBURN	£269,822	£275,243	£366,991
£216,872	SHOP	£205,410	£200,549	£267,399
£663,626	TOTAL INCOME	£597,243	£619,366	£825,821
	EXPENDITURE			
£239,628	BRAHAN	£159,220	£250,500	£334,000
£299,423	GOODLYBURN	£281,038	£285,293	£380,390
£200,342	SHOP	£205,893	£138,974	£185,299
739,393	TOTAL EXPENDITURE	£646,151	£674,767	£899,689
-£75,767	OPERATING SURPLUS / (DEFICIT)	-£48,908	-£55,401	-£73,868

PERTH COLLEGE											
OTHER INCOME GENERATING ACTIVITIES											
SUMMARY BY FACULTY/UNIT											
YEAR TO 30th April 2020											
To 30th April 2020											
FACULTY	INCOME BUDGET YEAR TO 31-07-2019	EXPENDITURE BUDGET YEAR TO 31-07-2019	CONTRIBUTION BUDGET YEAR TO 31-07-2019	INCOME BUDGET 9 MONTHS 30-04-2020	EXPENDITURE BUDGET 9 MONTHS 30-04-2020	CONTRIBUTION BUDGET 9 MONTHS 30-04-2020	INCOME ACTUAL 9 MONTHS 30-04-2020	EXPENDITURE ACTUAL 9 MONTHS 30-04-2020	CONTRIBUTION ACTUAL 9 MONTHS 30-04-2020	CONTRIBUTION ACTUAL 9 MONTHS 30-04-2019	
BMCL	113,345	54,500	58,845	85,009	40,875	44,134	40,634	35,265	5,369	17,989	
STEM	740,645	160,532	580,113	555,484	120,399	435,085	506,565	62,328	444,237	354,494	
CI	88,565	16,000	72,565	66,424	12,000	54,424	57,730	6,207	51,523	52,181	
HESS	113,505	14,000	99,505	85,129	10,500	74,629	97,988	10,644	87,344	93,496	
NURSERY	300,000	397,757	(97,757)	225,000	298,318	(73,318)	184,820	272,614	(87,794)	(40,750)	
INTERNATIONAL RECRUITMENT - FEES	FIC 01	4,000	334,597	(330,597)	3,000	250,948	(247,948)	4,066	148,639	(144,573)	(187,108)
INTERNATIONAL RECRUITMENT - ACCOM.	FIC01.L01/5	0	0	0	0	0	0	0	0	(3,649)	
Sub Total	1,360,060	977,386	382,674	1,020,045	733,040	287,006	891,803	535,697	356,106	286,653	
LANGUAGE SCHOOL - Commercial Income	132,940	9,000	123,940	99,705	6,750	92,955	114,148	26,961	87,187	59,898	
Grand Total	1,493,000	986,386	506,614	1,119,750	739,790	379,961	1,005,951	562,658	443,293	346,551	
<p>Note 1 - In the current year all teaching delivery costs have been charged through the funded cost centre (ALS01). No transfer of teaching costs has been made from the funded cost centre (ALS01) to the commercial cost centre (FLS01).</p> <p>In addition to Note 1 above there may be other expenditure incurred in relation to commercial activity that is not charged through the commercial cost centres due to the difficulty in accurately splitting these costs out.</p>											
Comparatives to 30th April 2019							1,078,233	731,682	346,551		

PERTH COLLEGE										
INCOME & EXPENDITURE SUMMARY SHEET										
RESEARCH CENTRES										
To 30th April 2020										
	INCOME BUDGET YEAR TO 31-07-2020	EXPENDITURE BUDGET YEAR TO 31-07-2020	CONTRIBUTION BUDGET YEAR TO 31-07-2020	INCOME BUDGET 9 MONTHS 31-03-2020	EXPENDITURE BUDGET 9 MONTHS 31-03-2020	CONTRIBUTION BUDGET 9 MONTHS 31-03-2020	INCOME ACTUAL 9 MONTHS 31-03-2020	EXPENDITURE ACTUAL 9 MONTHS 31-03-2020	CONTRIBUTION ACTUAL 9 MONTHS 31-03-2020	CONTRIBUTION ACTUAL 9 MONTHS 31-03-2019
CENTRE FOR MOUNTAIN STUDIES	117,820	249,370	(131,550)	88,365	187,028	(98,663)	250,993	243,826	7,167	(80,081)
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	117,820	249,370	(131,550)	88,365	187,028	(98,663)	250,993	243,826	7,167	(80,081)
SURPLUS / (DEFICIT) AT 30th April 2019							125,305	205,386	(80,081)	

PERTH COLLEGE				
BREAKDOWN OF 'OTHER INCOME'				
9 MONTHS to 30th April 2020				
9 MONTHS to 30-04-2019 ACTUAL		9 MONTHS to 30-04-2020 ACTUAL	9 MONTHS to 30-04-2020 BUDGET	12 MONTHS TO 31-07-2018 BUDGET
1,115	HIRE OF ACCOMMODATION	£434	£0	£0
24,037	LIBRARY	£8,791	£12,750	£17,000
45,636	SCHOOLS DIRECT	£45,518	£45,750	£61,000
3,251	LEARNING TECHNOLOGY CENTRE	£0	£0	£0
11,332	CENTRAL ADMIN/FINANCE/MIS	£103,395	£0	£0
23,183	ACADEMIC CENTRAL ADMIN	£272	£0	£0
2,688	EXAM FEES	£0	£0	£0
35,824	SECONDMENT SALARY RECHARGES	£91,543	£101,250	£135,000
22,500	RECHARGES TO UHI	£2,333	£26,250	£35,000
38,390	COMMUNITY DEVELOPMENT/SVS PROJECTS	£19,544	£0	£0
3,889	NEW OPPORTUNITIES	£700	£0	£0
24,938	ADULT LITERACY PROJECT - 470	£26,883	£27,750	£37,000
365	SUNDRY INCOME & PROJECTS / STUDENTS UNION	£510	£0	£0
21,237	SALES OF BEAUTY THERAPY KITS	£19,654	£7,500	£10,000
9,480	CURR DEV FUND L & T PROJECTS - DSYW	£4,600	£0	£0
0	H.I.T.SCOTLAND BURSARY AWARDS	£0	£0	£0
64,890	PROPERTY	£3,299	£0	£0
-246	APUC Fees from Partners	£541	£0	£0
12,846	PROPERTY CAR PARKING	£10,669	£37,500	£50,000
13,648	PRIZEGIVING / GRADUATION	£12,498	£9,000	£12,000
7,984	INTEREST RECEIVED	£6,230	£0	£0
3,878	ABD07 / WEE Centre Project	£3,425	£7,500	£10,000
76	H.R.& STAFF DEVELOPMENT	£3,038	£0	£0
342	STUDENT SERVICES	£8,372	£0	£0
48,246	STUDENT SUPPORT - ELS	£65,601	£22,500	£30,000
-5,303	LEARNING CENTRES	£0	£0	£0
97,591	CURRICULUM OTHER INCOME	£53,586	£76,500	£102,000
46,075	Essential Student Equipment - Bursary Funded	£42,233	£14,250	£19,000
90,558	MANAGEMENT CHARGE TO AST	£75,000	£75,000	£100,000
30,537	TCI - Other Income	£13,215	£11,250	£15,000
8,827	Conference & Hospitality Services	£14,847	£0	£0
5,333	Materials Development	£4,502	£0	£0
0	DONATION FROM AST	-£14,669	£0	£0
11,980	Sale/Purchase of Books	£9,312	£0	£0
428	Development Trust	£3,068	£0	£0
4,622	CREATIVE IND BURSARY FUND	£3,111	£6,000	£8,000
	Electric Car	£26,298	£0	£0
710,176		£668,351	£480,750	£641,000

PERTH COLLEGE				9	
9 MONTHS ACTUAL to 30-04-2019	ANALYSIS OF PROPERTY COSTS		9 MONTHS ACTUAL to 30-04-2020	9 MONTHS BUDGET to 30-04-2020	12 MONTHS BUDGET 31-07-2020
£134,664	PLANNED BUILDING PROJECTS		£344,603	£459,461	£612,614
£75,383	PLANNED MAINTENANCE		£50,890	£75,000	£100,000
£77,385	UNPLANNED MAINTENANCE	EPC15	£94,197	£97,500	£130,000
£0	UNPLANNED MAINTENANCE -Acad Equip		£1,440	£750	£1,000
£2,346	CAR PARK REPAIRS AND MAINTENANCE		£416	£21,630	£28,840
9,188	CATERING COSTS		£1,416	£5,250	£7,000
£17,023	GROUND UPKEEP		£16,531	£19,500	£26,000
£179,223	ELECTRICITY		£192,986	£201,443	£268,590
£64,610	GAS	EPC17	£69,071	£52,369	£69,825
£55,009	RATES	EPC17	£62,417	£70,875	£94,500
£0	RATES - REBATE		£0	£0	£0
£20,421	WATER METERED RATES	EPC17	£28,761	£28,500	£38,000
£7,796	CLEANING EQUIPMENT	EPC16	£13,132	£13,905	£18,540
£16,374	JANITORIAL SUPPLIES	EPC16	£18,255	£20,085	£26,780
£4,914	PROPERTY SECURITY	EPC15	£6,448	£12,000	£16,000
£49,855	HIRE OF SKIPS	EPC15	£50,007	£47,250	£63,000
£0	Hire of Portacabins	EPC01	£0	£0	£0
£2,530	SUPPLIES & SERVICES ETC.	EPC01	£2,386	£5,625	£7,500
£18,010	TRANSPORT HIRE/TRAVEL	EPC16	£17,085	£27,038	£36,050
£3,381	Vehicle Maintenance		£3,947	£6,180	£8,240
	Vehicle Maintenance Electric Car		£8,093		
£0	Insurance Claims		£0	£750	£1,000
£10,501	CAR PARK MANAGEMENT		£10,253	£13,905	£18,540
748,613	PER BOARD ACCOUNTS - NON STAFFING COSTS		£992,334	£1,179,014	£1,572,019
£106,893	ADMIN SALARIES		£82,300	£110,401	£147,201
£67,523	TECHNICIAN SALARIES		£50,634	£69,177 *	£92,236
£221,140	CARETAKERS SALARIES		£209,914	£229,607	£306,142
£236,545	CLEANERS SALARIES		£246,597	£255,212	£340,283
632,101	PER BOARD ACCOUNTS - STAFFING COSTS		£589,445	£664,397	£885,862

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PERTH COLLEGE			9		
9 MONTHS ACTUAL to 30-04-2019	ANALYSIS OF International Activity	9 MONTHS ACTUAL to 30-04-2020	9 MONTHS BUDGET to 30-04-2020	12 MONTHS BUDGET 31-07-2020	ACTUAL V BUDGET VARIANCE
	China				
	Income				
	Fees - Partners (China)	£436,436	£426,938	£569,250	9,499
£323,081	Other Income HIE				
	Total Income	£436,436	£426,938	£569,250	9,499
	Expenditure				
	Staff				
£16,810	Teaching - (China)	£4,453	£0	£0	4,453
£0	Management	£0	£0	£0	0
£16,810	Total Staff	£4,453	£0	£0	4,453
	Non Staff				
£13,892	Supplies & Services - China	£22,875	£19,050	£25,400	3,825
£35,093	Travel - China	£27,706	£45,675	£60,900	(17,969)
£2,327	Agents Commission	£0	£0	£0	0
£51,312	Membership fees & Subscriptions	£0	£0	£0	0
	Total Non Staff	£50,581	£64,725	£86,300	(14,144)
£254,959	OPERATING SURPLUS / (DEFICIT)	£381,402	£362,213	£482,950	19,190
	Other International				
	Income				
£157,562	Fees - Students	103,415	£194,933	259,910	(91,518)
£13,126	Fees - Summer School	33,865	£24,600	£32,800	9,265
£81,702	Fees - Language School	80,283	£72,705	£96,940	7,578
£62,305	Residences - Host Family	0			0
£1,070	Other Income	4,066	£3,150	£4,200	916
£315,765	Total Income	£221,629	£295,388	£393,850	(73,759)
	Expenditure				
	Staff				
£0	Teaching - (Others)		£0	£0	0
£1,877	Summer School	£3,706	£0	£0	3,706
£131,112	Admin Salaries - International Centre	£110,218	£105,823	£141,097	4,395
£12,502	Language School	£5,055	£0	£0	5,055
£145,491	Total Staff	£118,979	£105,823	£141,097	13,156
	Non Staff				
£65,954	Residences Costs - Host Family				0
£7,313	Supplies & Services	£2,145	£100,875	£134,500	(98,730)
£3,937	Supplies & Services - Summer School	£2,678	£0	£0	2,678
£55	Supplies & Services - Language School	£4,326	£3,750	£5,000	576
£50,796	Travel	£18,418	£35,250	£47,000	(16,832)
£3,750	Bad Debt		£3,750	£5,000	(3,750)
£0	Advertising - India	£0	£2,250	£3,000	(2,250)
£330	Advertising - Other Overseas	£1,080	£2,250	£3,000	(1,170)
£9,331	Membership fees & Subscriptions	£9,278	£7,500	£10,000	1,778
£5,263	Agents Commission	£14,946	£3,750	£5,000	11,196
£146,729	Total Non Staff	£52,871	£159,375	£212,500	(106,504)

PERTH COLLEGE			9	
9 MONTHS ACTUAL to 30-04-2019	ANALYSIS OF ASW	9 MONTHS ACTUAL to 30-04-2020	9 MONTHS BUDGET to 30-04-2020	12 MONTHS BUDGET 31-07-2020
	<u>ASW</u>			
	<u>Income</u>			
£58,509	Sports Hall Income	£53,091	£57,750	£77,000
£9,907	Gym Income	£10,837	£138,750	£185,000
£659	Gym Income Other	£2,982		£0
£811	Hire of Rooms	£350	£0	£0
£6,397	Other Income	£1,794	£39,750	£53,000
£0	Events Income	£0	£5,250	£7,000
£1,410	Other Income Fitness services	£1,962	£0	£0
£58	Other Income Fitness Attendance	£19	£0	£0
£0	Other Income ASW Sports Clinic	£2,382	£0	£0
£0	Other Income Merchandising Shop	£1,469	£0	£0
£48,451	Membership - Students	£44,448	£0	£0
£78,145	Membership - Commercial	£109,083	£0	£0
£12,100	Membership - Staff	£12,332	£0	£0
£216,447	Total Income	£240,748	£241,500	£322,000
	<u>Pay Expenditure</u>			
£210,479	Admin Salaries	£212,041	£202,493	£269,991
	External Instructors	£6,051	£3,750	£5,000
£210,479		£218,092	£202,493	£274,991
	<u>Non Pay Expenditure</u>			
£13,635	Planned Maintenance	£6,444	£6,000	£8,000
£13,914	Unplanned Maintenance	£14,222	£0	£0
£48,249	Electricity	£42,718	£39,375	£52,500
£7,277	Gas	£6,137	£7,875	£10,500
£0	Rates	£0	£0	£0
£0	Water Meter	£0	£0	£0
£2,011	Cleaning Equipment	£2,252	£0	£0
£0	Janitorial Supplies	£414	£0	£0
£3,928	Hire of Skips	£3,737	£0	£0
£10,825	Supplies & Services	£16,430	£12,750	£17,000
£0	Supplies & Services OP Plan 006	£0	£0	£0
£186	Supplies & Services Events	£324	£0	£0
£0	Supplies & Services Sports Clinic	£102	£0	£0
£0	Supplies & Services UHI Merchandising Shop	£6,896	£0	£0
£70,113	Equipment Rental	£39,883	£43,500	£58,000
£4,507	Copyright Charges	£0	£0	£0
£7,024	Computer Maintenance Agreements	£7,231	£11,250	£15,000
£480	Travel	£418	£1,500	£2,000
£1,048	Marketing	£2,623	£3,750	£5,000
£183,197	Total Expenditure	£149,831	£126,000	£168,000
-£177,231	OPERATING SURPLUS / (DEFICIT)	-£127,175	-£86,993	-£120,991
	<u>Climbing Centre</u>			
	<u>Income</u>			
£99,739	Climbing Centre Income	£85,043	£112,500	£150,000
£7,011	Hire of Equipment	£6,737	£3,750	£5,000
£0	Other Income	£0	£11,250	£15,000
£22,837	Other Income NICAS	£21,649	£0	£0
£839	Membership Fees - Students	£880	£0	£0
£2,954	Membership Fees - Commercial	£3,324	£1,500	£2,000
£0	Membership Fees - Staff	£20	£0	£0
£133,380	Total Income	£117,653	£129,000	£172,000
	<u>Pay Expenditure</u>			
£120,374	Salaries	£118,252	£102,217	£136,289
£120,374		£118,252	£102,217	£136,289
	<u>Non Pay Expenditure</u>			
£4,982	Equipment/Materials	£6,504	£9,000	£12,000
£1,055	Equipment/Materials NICAS	-£438	£0	£0
£0	Equipment Rental	£0	£0	£0
£140	Marketing	£400	£2,250	£3,000
£6,177	Total Expenditure	£6,466	£11,250	£15,000
6,829	OPERATING SURPLUS / (DEFICIT)	-£7,065	£15,533	£20,711

Perth College UHI

Paper No.3

Committee	Finance & General Purposes Committee
Subject	Perth College Mid-Year Return 2019-20
Date of Committee meeting	27/05/2020
Author	Henry Nicholson, Financial Accountant
Date paper prepared	20/07/2020
Executive summary of the paper	The paper sets out the College's Mid-Year Return for 2019/20 in line with updated underlying assumptions. Paper includes detailed narrative in addition to financial information.
Consultation How has consultation with partners been carried out?	N/A
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)	Yes / No
Risk implications (If yes, please provide details)	Yes/ No Failure to deliver this outturn will put the College's financial sustainability at risk.
Link with strategy	Consistent with the College's overall financial strategy.

Perth College UHI

<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><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>Yes/ 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>Yes/ 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>Yes/ No</p> <p>Click or tap here to enter text.</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>Yes/ No</p>

Perth College UHI

* 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? Until approved by SFC

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

1 SUMMARY OF THE MID-YEAR RETURN

19 May 2020

- 1.1 The Mid-year return (MYR) is an annual return required by the Skills Funding Council. It is a forecast of the full year consolidated financial performance of Perth College (the College) and Air Service Training (Engineering) Limited (AST).
- 1.2 The MYR is a mix of actual performance for the first half of the year and a budget for the second half of the year.
- 1.3 The budgeted element of the MYR for the second half of the year is a reconsideration of the initial budget based on all the information available and will not necessarily reflect just half of the original budget.
- 1.4 The discussion below concentrates on the Income & Expenditure of the College and Group as this is the primary purpose of the MYR. However, the College is also required to forecast consolidated balance sheet and cash flow.
- 1.5 These forecasts are based on estimates. The cash balance must agree to the latest CFR (Cash Flow Return) return that is submitted by the College. The result is that other balance sheet areas such as debtors, deferred income and creditors are balancing figures.
- 1.6 For the latest MYR, the College has also been asked to provide additional information relating to certain income streams. The detail of these is set out in Paragraph 1.15.

Summary of the 2019/20 MYR

- 1.7 A summary of the forecast for the full year ended 31 July 2020 as set out in the MYR is set out below. Additionally there is discussion of the key variations between the Budget and the MYR. The key variations discussed relate to the College only.
- 1.8 Whilst there were some variances between the budget and MYR prior to the Covid-19 lockdown, they would have been immaterial. Since the MYR was updated to take account of the best understanding of the impact of Covid-19 there has been a deterioration in the deficit and adjusted operating deficit of about £1,000,000 as follows:

	Deficit (£)	Depreciation net of deferred capital grants release (£)	Adjusted operating position (£)
College budget	1,122,901	(732,380)	390,521
College MYR	2,145,299	(810,754)	1,334,545
Increase in deficit	1,022,398		944,024

Group Budget	983,000	(763,000)	220,000
Group MYR	2,105,000	(837,000)	1,268,000
Increase in deficit	1,122,000		1,048,000

1.9 The budgeted College deficit was £1,122,901 and this is now forecast to be £2,145,299. The budgeted group deficit was £983,000 and this is now forecast to be £2,105,000,

Adjusted operating position

1.10 The MYR, is also used to forecast an adjusted operating position. This is to reflect a central government accounting position and removes the depreciation charge (expenditure) and deferred capital grants (income) from the surplus or deficit.

1.11 The effect of calculating the adjusted operating position in the MYR is to:

1.11.1 Decrease the deficit by the amount of the depreciation; and

1.11.2 Increase the deficit by the amount of the deferred capital grant.

1.12 The adjustment in the MYR is to decrease the deficit by £810,754 for the College and £837,000 for the group.

1.13 The adjustment in the budget was to decrease the deficit by £732,380 for the College and £763,000 for the Group

Detailed narrative of the latest 19/20 MYR

1.14 2019/20 is an unusual year in that this is the third MYR that has been produced and is based on much later information than would normally be available. Due to Covid-19 there are far greater variances in income and expenditure than would normally be expected and these are difficult to predict given the level of uncertainty around what is happening.

1.15 Having already requested an updated MYR in April, SFC requested a further update to allow them to capture the general understanding in Scotland's colleges around certain types of income, namely around:

1.15.1 Flexible Workforce Development Funds;

1.15.2 Skills Development Scotland;

1.15.3 European Social Infrastructure Fund; and

1.15.4 Coronavirus Job Retention Scheme

- 1.16 The MYR template provided by SFC contains comparative figures which are pre-filled by SFC and based on the Financial Forecast Return (FFR) for 2019-20. These comparative figures ought to agree to the 2019/20 budget that was agreed by F&GP and Board.
- 1.17 There were errors in the original FFR submitted by the College so the variances here are explained by reference to the original 2019/20 budget for the College alone. AST prepares its own individual budgets which are not summarised here but there has been a reduction in AST's surplus from £140,000 to £41,000.
- 1.18 The summary of College budget and reforecast are set out in Appendix 1 under the same headings used for internal management accounts and the main variances are described below.

Funding council grants and UGI non recurring grant income

- 1.19 The budget included an amount of £150,000 for further education ESIF income. It is considered likely that the required credits will not be achieved so the College has taken the prudent approach to assume this income will not be received.

Tuition fees and education contracts

- 1.20 The reduction of tuition fees and education contracts of £178,950 relates to a reduction in the amount of FWDF and SDS income that is expected to be achieved in the year as follows:
- 1.20.1 FWDF that will not be delivered is £33,000;
- 1.20.2 Modern apprenticeships – £46,238 will not be achieved; and
- 1.20.3 Foundation apprenticeships - £99,748 of a budget of £235,000 for the 19/21 Cohort is expected to not be achieved.

Catering and residences

- 1.21 Income is reduced by £440,582 due to the loss of income from the Sodexo catering contract (with an equivalent reduction in expenditure) and the loss of income from Halls of Residences.
- 1.22 There is also a reduction in non-staff expenditure due to the closure of all the catering sites and an expectation that Sodexo will furlough some of its labour costs.

Other income generating activities

- 1.23 Income is reduced by £853,000 and the majority of this relates to the loss of international income. There is also a reduction of non-staff costs but only of £178,000.

Research Centre Activity

- 1.24 Research income has increased by £110,000 due to an error in the budget where £46,000 of income was input as a cost leading to an overall reduction of income of £90,000. The additional increase of £18,000 is due to the addition of a new PhD Student and their associated funding.

ASW & Climbing centre

- 1.25 ASW and the climbing centre closed at the end of March and the forecast is the loss of all income until the end of July.
- 1.26 There is some reduction in forecast staff costs due to the fact that bank staff will not be used. However when some of the bank staff are placed into the furlough scheme, those staff costs are forecast to increase again.
- 1.27 Non staff costs are forecast to be in line with budget

Other income

- 1.28 Other income has increased by £192,428, the majority of this is due to the forecast furlough income of £139,000.

Depreciation and Deferred Capital Grants

- 1.29 Variances between budget and MYR are due to the fact that some assets were capitalised during the 18/19 year end process and their corresponding grant income capitalised. There is therefore an expected increase in the depreciation cost and related deferred capital grant release.
- 1.30 This variance has nothing to do with Covid-19 and is related to the fact that these were transactions that were recorded after the budget had been agreed.

Additional considerations for the MYR

- 1.31 The College does not currently engage in its own independent mid-year reforecast and so that task is covered by the completion of the MYR. Going forward there will be a full mid-year reforecast undertaken internally and this process will be used to complete the MYR.
- 1.32 Having an internal mid-year reforecast is particularly important because the MYR template is provided by SFC and it is in the format that works for them whereas that does not necessarily work as well for the College.
- 1.33 The internal mid-year reforecast is fairly standard in organisations and enables a detailed consideration of the performance in the year and a better understanding of the final position at the year end.
- 1.34 It does however require the collaboration of finance and budget holders and requires buy in from both sides as finance do not have the knowledge of the various cost centres that budget holders have. If we are able to implement the finance system update, budget holders will have better, and on demand, visibility of the financial information relevant to their cost centres and projects.
- 1.35 The process could also be combined with starting to develop the budget for the following financial year given that the reforecast would be done at the end of January and the next year budget at the end of March.

Mid-year return 2019-20

College: Perth College
Contact: Henry Nicholson
Telephone:
Email: henry.nicholson.perth@uhi.ac.uk

DECLARATION: The attached worksheets represent an update on the financial forecasts for the College / Region, based on the actual financial results for the year to date and other relevant information. I consider the revised forecasts to be a reasonable assessment of the College / Region's projected financial position at the end of this academic year in the light of the information available to me.

Signed: Margaret Cook
Principal/Chief Executive Officer
Date: 19-May-20

Perth College

Statement of Comprehensive income and expenditure (Consolidated)	FRR	Mid-year	Variance	Variance	Commentary
	2019-20	return 2019-20			
	£000	£000	%	£000	
INCOME					
Tuition fees and education contracts	5 997	5 196	-13%	-801	Reduction of £643 826 in the tuition fees of commercial subsidiary (AST) due to suspension of the majority of teaching from mid march. Further £200 000 relates to the assumption of £NIL for Skills Development Scotland and Flexible Workforce Development income for April to July. Reduction of £150 000 due to assumption that no FE ESIF will be received.
Funding council/RSB grants	16 061	15 911	-1%	-150	The increase is due to PHD funding income not in budget and new assignment in year that was not budgetted.
Research grants and contracts	210	230	10%	20	
Revenue grants from Arms Length Foundation	0	0		0	
Capital grants from Arms Length Foundation	0	0		0	
Other non-government capital grants	0	0		0	
Deferred capital grant release (SFC/RSB and non-SFC Government)	196	220	12%	24	Increase due to assets capitalised at the end of 18/19 and beginning of 19/20
Other income	4 302	2 718	-37%	-1 584	Loss of income due to closure of ASW catering residences nursery and other income. Also a reduction in some international income recognised where delivery cannot take place online and we have therefore assumed that income will be deferred into the next financial year. Where delivery is continuing we have recognised income in line with budget.
Investment income	0	0		0	
Total income before donations and endowments	26,766	24,275	-9%	-2 491	
Donations and endowments	0	0		0	
Total income	26,766	24,275	-9%	-2 491	
EXPENDITURE					
Staff costs	19 332	18 829	-3%	-503	£258 000 of saving relates to AST staff furlough and salary holiday. The original college budget was £200 000 less than the FRR figure shown here. The College has also made further cost reductions by choosing not to fill vacancies earlier in the year - this is unrelated to Covid 19.
Staff costs - exceptional restructuring costs	250	0	-100%	-250	The restructuring process has been suspended due to Covid 19
Exceptional costs - non-staff	0	0		0	
Other operating expenses	7 375	6 475	-12%	-900	£258k saving relates to AST. £233k relates to reduction of catering costs. £169k relates to reduction in "non staff expenditure for other income generating activities where those costs will be no longer incurred. These are costs of overseas delivery training restaurant purchase and agent commissions.
Donation to Arms Length Foundation	0	0		0	
Depreciation	949	1 057	11%	108	Additional depreciation relates to assets capitalised at the end of 2018/19 and beginning of 2019/20
Interest and other finance costs	20	17	-15%	-3	
Total expenditure	27,926	26,378	-6%	-1 548	
Surplus/(deficit) before other gains and losses and share of operating surplus/deficit of joint ventures and associates	(1,161)	(2,103)	81%	-942	
Gain/(loss) on disposal of fixed assets	0	0		0	
Gain/(loss) on investments	0	0		0	
Share of operating surplus/(deficit) in joint venture(s)	0	0		0	
Share of operating surplus/(deficit) in associate(s)	0	0		0	
Surplus/(deficit) before tax	(1,161)	(2,103)	81%	-942	
Other taxation	0	0		0	
Surplus/(deficit) for the year	(1,161)	(2,103)	81%	-942	
Unrealised surplus on revaluation of land and buildings	0	0		0	
Actuarial (loss)/gain in respect of pension schemes	0	0		0	
Other comprehensive income	0	0		0	
Total comprehensive income for the year	(1,161)	(2,103)	81%	-942	

Perth College

	FFR 2019-20	Mid-year return 2019-20	Variance	Variance	Commentary
	£000	£000	%	£000	
ADJUSTED OPERATING RESULT					
Surplus/(deficit) before other gains and losses and share of operating surplus/deficit of joint ventures and associates	(1,161)	(2,103)	81%	(942)	
Add:					
Total depreciation (Government-funded, privately funded and NPD-funded assets) net of deferred capital grant release (<i>incorporated colleges only</i>)	752	837	11%	85	
Exceptional non-restructuring items (e.g. impairment costs)	0	0		0	
Donation to Arms Length Foundation (<i>incorporated colleges only</i>)	0	0		0	
Non-cash pension adjustment - net service cost	0	0		0	
Non-cash pension adjustment - early retirement provision	0	0		0	
Non-cash pension adjustment - net interest costs	0	0		0	
Deduct:					
Non-Government capital grants (e.g. ALF capital grant)	0	0		0	
Exceptional income (if disclosed as exceptional in accounts)	0	0		0	
CBP allocated to loan repayments and other capital items (<i>incorporated colleges only</i>)	0	0		0	
NPD payments to reduce NPD balance sheet debt	0	0		0	
Adjusted operating result	(408)	(1,266)	210%	(858)	
Cash budget for priorities (<i>incorporated colleges</i>) :					
Revenue priorities					
Student support funding	0	0		0	
2015-16 pay award	156	156	0%	0	
Voluntary severance	0	0		0	
Estates costs	373	373	0%	0	
Other - please describe	0	0		0	
Total impact on operating position	529	529	0%	0	
Capital priorities					
Loan repayments	0	0		0	
NPD / PFI repayments	0	0		0	
Estates costs	0	0		0	
Provisions pre 1 April 2014	0	0		0	
Total capital	0	0		0	
Total cash budget for priorities spend	529	529	0%	0	

Perth College

Balance Sheet		FFR	Mid-year	Variance	Variance	Commentary
		2019-20	return 2019-20			
		£000	£000	%	£000	
1	Non-current assets					
	a) Intangible assets	0	0		0	
	b) Fixed assets	34,630	34,588	0%	-42	
	c) Investments	0	0		0	
	Total non-current assets	34,630	34,588	0%	-42	
2	Current assets					
	a) Stock	18	16	-11%	-2	
						Debtor balance is static from 18/19 accounts other than to exclude income accruals that relate to
	b) Debtors	1,300	1,785	37%	485	ending projects
	c) Investments	0	0		0	
	d) Cash and cash equivalents	2,325	1,800	-23%	-525	
	e) Other (e.g. assets for resale)	0	120		120	
	Total current assets	3,643	3,721	2%	78	
3	Creditors: amounts falling due within one year					
	a) Bank loans and external borrowing	0	0		0	
	b) Bank overdrafts	0	0		0	
	c) Lennartz creditor	0	0		0	
	d) Obligations under finance leases and service concessions	0	0		0	
	e) Payments received in advance	0	0		0	
	f) Amounts owed to Funding Council	0	301		301	Based on prior year and assuming static balance
	g) Obligations under PFI/NPD	0	0		0	
	h) Deferred capital grant	0	220		220	2019/20 Anticipated release
						Creditor balance is static other than to exclude prior year deferrals for research projects ending in year and Blairgowrie/Crieff learning centres that have closed.
	i) Other creditors and accruals	5,165	4,528	-12%	-637	
	Total creditors < 1 year	5,165	5,049	-2%	-116	
	Share of net assets/(liabilities) in associate	0	0		0	
	NET CURRENT ASSETS/LIABILITIES	(1,522)	(1,328)	-13%	194	
	TOTAL ASSETS LESS CURRENT LIABILITIES	33,108	33,260	0%	152	
4	Creditors: amounts falling due after more than one year					
	a) Local authority loans	0	0		0	
	b) Bank loans and external borrowing	0	0		0	
	c) Lennartz creditor	0	0		0	
	d) Finance leases and service concessions	0	0		0	
	e) Obligations under PFI/NPD	0	0		0	
	f) Deferred capital grant	0	0		0	
	g) Amounts repayable to Funding Council	0	0		0	
	h) Other creditors	5,069	5,166	2%	97	
	Total creditors >1 year	5,069	5,166	2%	97	
5	Provisions					
	a) Pension provisions	2,883	5,683	97%	2,800	
	b) Other	0	160		160	
	Total provisions	2,883	5,843	103%	2,960	
	TOTAL NET ASSETS	25,156	22,251	-12%	-2,905	
9	Restricted Reserves					
	a) Endowment Reserve	0	0		0	
	b) Restricted Reserve	0	0		0	
10	Unrestricted reserves					
	a) Income and Expenditure Reserve	8,207	4,965	-40%	-3,242	I&E Reserve in 18/19 balance sheet was £6,708
						Revaluation reserve in 18/19 balance sheet was
	b) Revaluation reserve	16,949	17,286	2%	337	£17,645. £359k is released to I&E annually.
11	Non-controlling interest	0	0		0	
	TOTAL RESERVES	25,157	22,251	-12%	-2,906	

Perth College

Cashflow	FFR		£000	%	Commentary
	2019-20	Mid-year return 2019-20			
	£000	£000			
1 Cash flow from operating activities					
a) Surplus / (deficit) for the year	(1,161)	(2,103)	942	(45%)	
2 Adjustment for non-cash items					
a) Depreciation	949	1,057	(108)	(10%)	
b) Amortisation of intangibles	0	0	0		
c) Benefit on acquisition	0	0	0		
d) Amortisation of goodwill	0	0	0		
e) Loss / (gain) on investments	0	0	0		
f) Decrease / (increase) in stock	24	0	24		
g) Decrease / (increase) in debtors	433	607	(174)	(29%)	
h) Increase / (decrease) in creditors	(479)	(346)	(133)	38%	
i) Increase / (decrease) in pension provision	0	0	0		
j) Increase / (decrease) in other provisions	0	(90)	90	(100%)	
k) Receipt of donated equipment	0	0	0		
l) Share of operating surplus / (deficit) in joint venture	0	0	0		
m) Share of operating surplus / (deficit) in associate	0	0	0		
n) Other	0	0	0		
Total adjustment for non-cash items	927	1,228	(301)	(25%)	
3 Adjustment for investing or financing activities					
a) Investment income	0	0	0		
b) Interest payable	20	17	3	18%	
c) Endowment income	0	0	0		
d) Loss / (gain) on the sale of assets	0	0	0		
e) Capital grant income	(197)	(220)	23	(10%)	
Total adjustment for investing or financing activities	(177)	(203)	26	(13%)	
4 Net cash inflow from operating activities	(411)	(1,078)	667	(62%)	
5 Cash flow from investing activities					
a) Proceeds from sales of fixed assets	0	110	(110)	(100%)	Proceeds of Sale of Assets held for sale
b) Proceeds from sales of intangible assets	0	0	0		
c) Capital grants receipts	0	29	(29)	(100%)	
d) Disposal of non-current asset investments	0	0	0		
e) Withdrawal of deposits	0	0	0		
f) Investment income	0	0	0		
g) Payments made to acquire fixed assets	0	0	0		
h) Payments made to acquire intangible assets	0	0	0		
i) New non-current asset investments	0	0	0		
j) New deposits	0	0	0		
Total cash flows from investing activities	0	139	(139)	(100%)	
6 Cash flows from financing activities					
a) Interest paid	(20)	(17)	(3)	18%	
b) Interest element of finance lease and service concession	0	0	0		
c) Endowment cash received	0	0	0		
d) New secured loans	0	0	0		
e) New unsecured loans	0	0	0		
f) Repayments of amounts borrowed	0	0	0		
g) Capital element of finance lease and service concession payments	0	0	0		
Total cash flows from financing activities	(20)	(17)	(3)	18%	
7 (Decrease) / increase in cash and cash equivalents in the year	(431)	(956)	525	(55%)	
8 Cash and cash equivalents at beginning of the year	2,756	2,756	0	0%	
9 Cash and cash equivalents at the end of the year	2,325	1,800	525	29%	

Perth College

Capital Expenditure Projects and Forecast Methods of Financing	FFR	Mid-year	Variance	Variance	Commentary
	2019-20	return			
	£000	£000	%	£000	
Expenditure:					
Land & Buildings	0	0		0	
Equipment & Others	0	0		0	
	0	0		0	
Financed by:					
Cash reserves	0	0		0	
Arms Length Foundation	0	0		0	
Leasing	0	0		0	
SFC / RSB grant	0	0		0	
Re-investment of proceeds from disposal of assets *	0	0		0	
Non-SFC grants	0	0		0	
PFI/NPD	0	0		0	
Other - please specify if material	0	0		0	
	0	0		0	

* to be included only where this has been agreed by SFC

Capital disposals

Disposal proceeds:					
Asset description	0	0		0	
Asset description	0	0		0	
Asset description	0	0		0	
Asset description	0	0		0	
	0	0		0	
Gain/(loss) on disposal:					
Asset description	0	0		0	
Asset description	0	0		0	
Asset description	0	0		0	
Asset description	0	0		0	
	0	0		0	

Perth College

FINANCIAL SUMMARY

FFR 2019-20	Mid-year return 2019-20
£000	£000

Income ratios		
Total Income	26,766	24,275
Total Funding Council Grant (excluding release of deferred capital grant) as % of Total Income	60%	66%
Total non-Funding Council Grant (including SFC release of DCG) as % of Total Income	40%	34%
Total Education Contracts and Tuition Fees as % of Total Income	22%	21%
Total Research Grants and Contracts as % of Total Income	1%	1%
Total Other Income as % of Total Income	16%	11%

Expenditure ratios		
Total Expenditure	27,926	26,378
Salaries as % of Total Expenditure	69%	71%
Other operating costs as % of Total Expenditure	26%	25%
Depreciation/amortisation as % of Total Expenditure	3%	4%

Operating position		
Operating Surplus/(deficit)	-1,161	-2,103
Operating Surplus/(deficit) as % of Total Income	-4.3%	-8.7%
Adjusted operating surplus/(deficit)	-408	-1,266
Adjusted operating surplus/(deficit) as % of Total Income	-1.5%	-5.2%

Cash Position		
Cash and Current Asset Investments	2,325	1,800
Overdrafts	0	0
Days Ratio of Cash to Total Expenditure	31	26

Balance Sheet strength		
Unrestricted reserves	8,207	4,965
Current Ratio	0.71	0.74
Unrestricted reserves as % of Total Income	31%	20%
Total borrowing (Overdrafts, Loans, Finance Leases, PFI/NPD)	0	0
Interest cover	-57.03	-122.71

Core Teaching and ESF activity	Core teaching activity target	Expected core teaching activity	Core variance	Variance due to COVID-19	Variance due to Other Reasons	ESF activity target	Expected ESF activity	ESF variance	Variance due to COVID-19	Variance due to Other Reasons
Credits	23,655	23,655	0	0	0	1,200	883	317	317	0
SFC Grant (£'000)	7,435,571	7,435,571	0	0	0					

Notes:

The college is still forecasting to meet our core activity target so there is no change. Our initial budget for FE ESIF was £150,000 which was an estimate of the total possible income discounted to reflect the risk of not receiving it all. The college believes that although we are expecting to be only 317 ESF credits short, the wider partnership shortage means that the college will not receive ESF funding. The College did not forecast any HE ESIF for 19/20 and that remains the same.

Flexible Workforce Development Fund	FWDF allocation	FWDF drawn down	FWDF activity delivered to date	Additional FWDF activity delivered by 31 July 2020*	Total FWDF activity 2019-20
	£'000	£'000	£'000	£'000	£'000
SFC Grant	138	0	0	0	138

*Including activity contractually agreed by end July 2020 and due to start before end August 2020.

Notes:

The figures included in the Mid year return relate to the drawdown and release of the 18/19 allocation. The college has received the allocation of approximately £137,000 and this is being recognised in line with milestones met. We are forecasting that we will recognise £105,000 of this income.

The figures set out above relate to the 19/20 allocation. This income is likely to be recognised in 20/21 in line with milestones met. The College is forecasting £117,300 committed and signed by the end of May. There is a further £105,000 in the pipeline so the College expects to sign up the full allocation by 31 July. The surplus £84,300 (assuming the whole pipeline is signed up) will be put on a waiting list as the 19/20 allocation cannot be increased until the wider UHI picture is known.

Skills Development Scotland	SDS allocation	Funding received to date	Additional funding expected prior to 31 July 2020	Total 2019-20 funding
	£'000	£'000	£'000	£'000
SDS Funding	461	230	176	406

Notes:

SDS funding Modern apprenticeships - the College has drawn down £124,000 in funding and is projecting a further drawdown of £11,000.

SDS - Foundation apprenticeships - 17/19 Cohort - final milestone has been met and we are awaiting purchase order for £13,855. 18/20 cohort milestones are being met in line with target - milestones 3&4 have already been paid and Milestone 5 is awaiting purchase order for £15,812. 19/21 Cohort - we are still awaiting UHI confirmation but are currently forecasting recognition of milestone 2 with a value of £152,337 reduced to £135,252 to reflect reduced headcount.

UK Job Retention Scheme	Income	No. of staff furloughed	Date staff furloughed
	£'000	FTEs	
	244,419	n/a	n/a

Notes:

The College subsidiary, AST, which is consolidated into the Mid year return furloughed staff from the end of March. The forecast furlough income covers four months (April to July) and is approximately £105,000 over that period.

The College is also proposing to furlough [x] staff members from the Academy of Sports and Wellbeing from May to July the amount of furlough income is expected to be £16,473. There is also an additional cost of paying bank staff who would otherwise not be paid (£9,595 per month). The cost of this is reflected in the mid year return and is approximately £9,000.

Lastly, the College is proposing to furlough an as yet undetermined number of staff from the college from May to July. This is a maximum number and it is unlikely all will be furloughed and so we are forecasting furlough

Committee	Finance and General Purposes Committee
Subject	Indicative Budget 2020/21 and Future Financial Forecast
Date of Committee meeting	27/05/2020
Author	Veronica Lynch, Vice Principal External Engagement
Date paper prepared	21/05/2020
Executive summary of the paper	<p>This paper provides the assumptions on which an indicative budget for 2020/21 is based, together with a future financial forecast to 2024/25.</p> <p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a) Note the assumptions on which the indicative budget for 2020/21 is currently based. b) Note the Future Financial Forecast for the period to 2024/25
Consultation How has consultation with partners been carried out?	Consultation has been undertaken with SMT and Colleges Scotland to confirm the assumptions on which this indicative budget is based.
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)	<p>Yes/ No</p> <p>This outlines the resources that will be required by the College to deliver its activities for 2020/21.</p>

Perth College UHI

<p>Risk implications (If yes, please provide details)</p>	<p>Yes/ No</p> <p>There is a high level of risk that the College will be unable to achieve a balanced budget as required by SFC</p> <p>Mitigation –PCUHI is undertaking an operational planning process to determine potential savings that may be required during the year to deliver a balanced budget.</p> <p>Colleges Scotland have stated the College’s case to SFC to gain support for conditions to be re-considered for this year as a result of COVID-19</p>
<p>Link with strategy 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>Provide a summary of the how the paper links to key College priorities and what they are</p> <p>This project supports the delivery of the strategic aim Financial sustainability</p> <p>This paper assists with risk management, compliance with legal duties and with the Code of Good College Governance.</p>
<p><u>Equality and diversity</u> Yes/ No If yes, please give details:</p>	<p>Click or tap here to enter text.</p>
<p>Island communities 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>Click or tap here to enter text.</p>

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<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>Yes/ 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>Confidential</p>
<p>Freedom of information</p> <p>Can this paper be included in "open" business?*</p>	<p>No</p> <p>This paper will remain as Reserved Business until final 2020/21 budget approved.</p>

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

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

For how long must the paper be withheld? Until the OBC and FBC are approved and funding awarded to begin the project. This would be for an estimated 12 months.

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

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Paper No.5

Committee	Finance & General Purposes Committee
Subject	Settlement for underpayment of National Insurance contributions
Date of Committee meeting	27/05/2020
Author	Henry Nicholson, Financial Accountant
Date paper prepared	20/07/2020
Executive summary of the paper	<p>This paper advises Committee of the latest developments regarding historic underpayment of NI contributions, as identified within recent Audits.</p> <p>The paper makes a number of recommendations for Committee's consideration.</p>
Consultation How has consultation with partners been carried out?	N/A
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)	<p>Yes/ Ne</p> <p>As detailed within the paper.</p>
Risk implications (If yes, please provide details)	<p>Yes/ Ne</p> <p>Failure to conclude this matter poses a significant compliance risk to the College.</p>

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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>Click or tap here to enter text.</p>
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>Yes/ 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>Yes/ 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>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Confidential</p>

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Freedom of information Can this paper be included in "open" business?*	Yes/ No This paper will remain as Reserved Business until all matters resolved to satisfaction of Auditors and formally recorded for public information via Audit Report (likely Dec 2020)
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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? Until approved by SFC

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

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Paper No. 7

Committee	F&GP
Subject	AST Business Plan 2020/21
Date of Committee meeting	27/05/2020
Author	Mark Taylor, AST General Manager
Date paper prepared	20/05/2020
Executive summary of the paper	<p>This paper provides outlines the Business Plan for Air Services Training (Engineering) Ltd, a wholly-owned subsidiary of Perth College.</p> <p>The Business Plan incorporates an indicative budget for 2020/21, based on current business assumptions.</p>
Consultation How has consultation with partners been carried out?	This paper was discussed at the AST Board meeting of 13 May 2020.
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)	Yes / No
Risk implications (If yes, please provide details)	Yes / No Click or tap here to enter text.
Link with strategy	Click or tap here to enter text.
<u>Equality and diversity</u> Yes/ No If yes, please give details:	Yes / No

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<u>Data Protection</u> Does this activity/ proposal require a Data Protection Impact Assessment?	Yes/ No Click or tap here to enter text.
Status (e.g. confidential/non confidential)	Confidential
Freedom of information Can this paper be included in "open" business?*	Yes/ 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"/>
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

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Paper No. 8

Committee	F&GP Committee
Subject	Estates Strategy Tender Brief
Date of Committee meeting	27/05/2020
Author	Head of Estates
Date paper prepared	19/05/2020
Executive summary of the paper	Document outlines requirements for a Tender Document supporting the development of a robust Estates Strategy
Consultation How has consultation with partners been carried out?	Document prepared following outline discussions at previous F&GP Committee
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)	Yes, once approved and implemented
Risk implications (If yes, please provide details)	Yes Risks related to opportunity costs associated with failure to develop robust Estates Strategy
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management 	Click or tap here to enter text.

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<ul style="list-style-type: none"> 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>	No
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	No Click or tap here to enter text.
<p>Status (e.g. confidential/non confidential)</p>	Non-Confidential
<p>Freedom of information</p> <p>Can this paper be included in “open” business?*</p>	Yes

* 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"/>

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

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A NEW VISION FOR THE FUTURE FOR THE PERTH COLLEGE UHI, CRIEFF ROAD CAMPUS



1.0 FOREWORD

Perth College UHI as a partner in the University of the Highlands and Islands (UHI), offers an excellent range of high quality academic and vocational programmes to equip students with the skills they need for a successful career. This partnership means that we offer courses from NQ level to degrees and postgraduate degrees. We have strong links with industry, working with local and national businesses who actively seek out our graduates.

We put our students at the heart of what we do. By investing in our campus and facilities and striving to be responsive to the needs of our students, both academically and personally, we aim to offer the best possible student experience. We work hard to ensure that our students leave us with the knowledge and skills to succeed in their chosen career.

2.0 PERTH COLLEGE UHI CORE VALUES

Perth College UHI Core Values:

Our Vision is:

To be an inspirational partner in economic and social transformation.

Our Mission is:

To change lives through excellence in education, research and innovation, developing knowledge and skills and the experience to succeed.

Our Values are:

Ambition, Integrity and Respect.

3.0 PROJECT / CAMPUS BACKGROUND

Perth College UHI is a successful and thriving tertiary institution providing a wide range of learning opportunities to local, regional, national and international learners: from access courses to opportunities for study at postgraduate level, encompassing vocational and professional training and skills development opportunities.

Perth College has its main campus in the city of Perth which is located within 50 miles of 90% of Scotland's population, in the fast-growing local authority of Perth and Kinross.

The College works in partnership with relevant local regional stakeholders to ensure the provision of relevant high-quality curriculum and sector engagement. Staff numbers (full time equivalent) are approximately 350 (as of July 2018). There are approximately 3000 students.

The Crieff Road campus contains a number of existing buildings – the main buildings are:

- the Brahan Building
- the Goodlyburn Building
- the Webster Building
- the Academy of Sport and Wellbeing
- 3 Student Residence buildings
- Dunne building

These buildings have been built at different times and encompass a range of architectural styles. The different buildings all have their own unique advantages and disadvantages when viewed individually and as a collection of buildings.

There is potentially an opportunity to use the existing footprint of the Goodlyburn Primary School to create a 'single level' campus. It is envisaged that this would be done in conjunction with the demolition of the existing Brahan Building.

There are two projects in development which need to be considered as part of these proposals:

1. The creation of a suite of new 5-a-side (all weather) football pitches to the South of the existing ASW.
2. There is a proposal (in the very early stages) for a New Aviation Academy for Scotland (AAS). A site has yet to be agreed for this project.

Looking to the future, PCUHI wants to create a modern campus, fit for today's demands but also looking ahead for those of the future. Maintenance and running costs now, and in the future are a significant factor as well as accessibility and delivery of the College curriculum.

4.0 PROJECT KEY OBJECTIVES

Key criteria include:

- To deliver a campus which is better capable of delivering the educational curriculum not only in the short term but for the foreseeable long-term future.
- Develop an environmental strategy covering energy, water, waste and transport management;
- An essential component of this section of the document will be the establishment of criteria for monitoring estate performance.
- Improvements in the quality of the operational estate over time (which can be measured through reductions in backlog maintenance costs/risks and using annual student/staff perception surveys);
- Improvements in statutory compliance and reduction in risk
- Improvements in energy performance
- Reductions in the revenue cost of the operational estate over time
- Improvements in the quality of the environment for staff/students
- There is a desire to create a 'sticky campus' – to encourage students to spend more time on campus outwith core hours. At the moment students often leave the campus immediately after their coursework has finished for the day.
- Improve Campus visibility off Crieff Road – primarily at the Brahan Entrance. This is the main entrance to the Campus but the existing entrance lacks presence and 'kerb appeal'.
- Demonstrate sustainable place-making
- Address, respect and if possible, enhance the natural environment and biodiversity of the existing Campus
- Create a modern and flexible Campus which is capable of hosting a number of events of different sizes and types
- Create a more self-sustaining 'sticky' Campus with increased opportunities for both staff and students to participate in activities for a longer part of the day
- Improve physical and intellectual access for students, staff and visitors while also enhancing the visual and sensory pleasure of the Campus

5.0 THE EXISTING PCUHI ESTATE / ESTATE STRATEGY

All proposals must take cognisance of any existing Planning restrictions / advice. Known constraints issues include:

- Part of the Campus area is designated as open space
- Significant number of mature trees
- Protected species including bats, red squirrels and breeding birds evident on site
- Relevant planning policies and guidance include (but are not limited to):
- TAYplan 2 Policies
- Perth & Kinross Local Development Plan Policies – LDP2

6.0 BRIEF

Two distinct options are to be explored by the Tenderers:

Option 1

Retain the existing main buildings – Brahan, Goodlyburn, Webster and the ASW in their current locations. Options are to be appraised looking at how to best maximise the potential of how these existing buildings can best work together to deliver the Perth College syllabus. Particular concerns relate to DDA, the movement of all pedestrians and vehicular traffic within the site, improving access and visibility of the existing entrances in particular the Brahan Building.

Option 2

Retaining some of the existing buildings whilst considering new build opportunities. The footprint of the existing Goodlyburn Primary School is to be considered for a new building assuming that that the existing School is demolished and that the area is cleared to leave a site that is free from any contamination / underground services. Interactions between any proposed new buildings and the existing building stock are to be clearly demonstrated.

The curriculum subjects are grouped into four key sector areas

1. Business, Management, Computing and Leisure (to be designed for 800 students) incorporating;
 - Business and Accounting
 - Computing
 - Management
 - Food Studies and Hospitality
 - Sport and Fitness
2. Creative and Cultural Industries (to be designed for 750 students) incorporating;
 - Creative Industries
 - Music and Music Business
 - Audio Engineering and Theatre Arts
 - Language School
3. STEM - Science, Technology, Engineering and Maths (to be designed for 600 students) incorporating;
 - Aeronautical and Aircraft Engineering
 - Air Service Training
 - Motor Vehicle
 - Mechanical and Electrical Engineering
 - Built Environment
 - Science
4. Applied Life Sciences (to be designed for 900 students) incorporating:
 - Beauty Therapy and Wellbeing
 - Hairdressing
 - Early Years
 - Health and Social Care
 - Humanities and Social Sciences
 - New Opportunities
 - Social and Vocational Studies

Perth College UHI would like input in line with RIBA Plan of Work Stages 0 to Stage 3

7.0 ADDITIONAL INFORMATION TO BE SUPPLIED TO TENDERERS

- Site Plan showing the existing campus – A3
- Outline Plans of existing PCUHI buildings
- Plan showing footprint of existing Goodlyburn Primary School
- CAD plan with site levels

Perth College UHI

Paper No. 9

Committee	F&GP Committee
Subject	Estates Update
Date of Committee meeting	27/05/2020
Author	Head of Estates
Date paper prepared	19/05/2020
Executive summary of the paper	Update on the recent and future activities within the Estates department.
Consultation How has consultation with partners been carried out?	N/A
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 Click or tap here to enter text.
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management 	Click or tap here to enter text.

Perth College UHI

<ul style="list-style-type: none"> 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>	No
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	No Click or tap here to enter text.
<p>Status (e.g. confidential/non confidential)</p>	Non-Confidential
<p>Freedom of information</p> <p>Can this paper be included in “open” business?*</p>	Yes

* 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"/>

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

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

Estates Update February 2020

Introduction

The following report provides an update of activities within the Estates Department as at 18th May 2020.

Covid 19

In conjunction with the H&S adviser, we are working to produce an action plan on what is required to allow the College to open safely for all users. We are awaiting guidance from the Scottish Government however, we have been liaising with others within the sector both locally and within UHI on how they are approaching matters and what plans they are discussing. We are also looking to create a 'short life working group' which will bring together representatives from various departments within the college and will ensure that the requirements of both curriculum and support areas are met in relation to the college opening safely.

Any plans that are produced will be approved by SMT and CMT, as well as being presented to the unions.

Obviously, there will be works that arise from the action plans produced and costs will have to be absorbed within the current Estates budget.

It is also crucial to be aware that once we have received guidance by the Scottish Government and are allowed to re-open our buildings, we will require a period of 2 to 3 weeks, to allow us to carry out the necessary works, install signage etc. before we can open the buildings safely.

Covid 19 Testing Centre

As you are aware, the College agreed with the Department of Health that a Covid 19 Testing Centre can be located within our main car park and is for NHS staff and other key workers only, with the centre operating on an appointment-based system. The centre opened on 29th April 2020 and is for a minimum of 3 months. However, it has been written into the lease that should the college require use of the car park, we would give 4 weeks' notice of our intentions.

There has been a full risk assessment carried out of the centre's operation, there is security on the campus 24/7 during this period and safe access to the residences is still in place.

Easter Works

Due to the College being in lockdown, no works were carried out during the Easter break. It is our intention to include these works within the summer works programme if possible.

Summer Works

The summer works for 2020 have not changed since the February update and includes;

- Redecoration of various areas
- New floorcoverings in various rooms
- New suspended ceilings in various rooms
- LED lighting upgrade
- Toilet refurbishment in Brahan
- Study centre boiler replacement

- Fire door upgrades in kitchen areas
- Cyclical/Capital upgrades in Student residences (as explained below)
- Refurbish both Caretakers Houses on the campus into HMO properties for additional student accommodation.

Other works will be added to the list once all Estates requests have been collated from the departmental operational plans.

Summer works are reliant on the current lockdown situation being relaxed by the Scottish Government.

It is worth noting that like many other organisations due to the current lockdown, we are behind in surveying, costing and programming summer works which may have a detrimental impact on being able to complete the full list of works.

Student Residences

It is increasingly likely that Hostelling Scotland may not be operating the residences as a hostel this summer due to Covid 19.

Therefore, we may take this opportunity to carry out any cyclical and capital maintenance works to the residences given that we may have a longer window of opportunity than past summers. Our plan is to survey the buildings when safe to do so and prioritise any works required.

Kinross Learning Centre

The sale of Kinross Learning Centre is almost complete, with the only outstanding matter being the signing of the legal documentation which cannot be done until lockdown is eased.

Aviation Academy

We are now ready to tender for the feasibility study for the Aviation Academy to be carried out however, this will not be progressed until funding issues are resolved.

Radio Masts

There has not been much progress with the re-negotiation of the lease agreements for the phone masts and we hope to progress this once we return to the College.

Estates Strategy Document

The briefing document relating to the creation of new Estates Strategy is complete and will be presented to Committee at this meeting.

Insurance

We have recently re-tendered for the College Insurance provider through the APUC framework. We have only received 1 tender submission from Education Protect who are backed by Aviva as their underwriter. We are currently evaluating this tender submission and have several queries that require clarity. Should this bid be accepted, our new Insurance premiums would be £58,000 per annum, which is £34,000 cheaper than the current premiums of £92,000 and this is the focus of our queries, to ensure that there are no hidden costs or potentially increased fees as we progress with this contract. Should our queries be answered satisfactory, we are hoping to appoint the insurance provider w/c 25/05/2020.

Contracts and Tenders

Due to the Covid 19 lockdown, in agreement with APUC and in compliance with procurement legislation, we have extended some contracts on the basis that it was not possible to re-tender fairly due to not being able to access any campus buildings for site visits.

We were also re-tendering for various contracts before lockdown began and have therefore been able to complete this process.

The table below shows what contracts have been extended and what contracts have been awarded.

Table A

Contract	Status	Comments
College Insurance	Currently evaluating	Only one tender has been submitted and we hope to appoint by w/c 25/05/20
Student Residences	Closing date 18/05/20	Evaluation to be carried w/c 25/05/20
Grounds Maintenance	Awarded	Mitie have been awarded the contract for 2 years with a 1 year + 1-year extension option. Contract commenced on 11/05/20
Joinery Works	Awarded	Logie Building Services have been awarded the Joinery works contract for 2 years with a 1 year + 1-year extension option. Contract commenced on 27/04/20.
Intruder Alarm	Extended	ICFS have had the contract extended for 1 year due to the low value of the contract
Painter Works	Extended	Pankhurst Decorators have had their contract extended by 6 months to 30/01/21
Plumbing Works	Extended	Chas Stewart Plumbing and Heating have had their contract extended by 6 months to 29/12/20
Building Works (Small and Ad-hoc)	Extended	Meldrums have had their contract extended by 6 months to 14/11/20

Kevin Lynch

Head of Estates

Committee	Finance & General Purposes Committee
Subject	Procurement Contract Extensions
Date of Committee meeting	27/05/2020
Author	Veronica Lynch, Vice Principal External
Date paper prepared	20/05/2020
Executive summary of the paper	<p>This paper provides requests for extension to current contracts for</p> <ol style="list-style-type: none"> 1. Catering, 2. Finance System Upgrade 3. Internal Audit Services <p>These extensions are recommended for a 12 month period to August 2021.</p> <p>Members are asked approve the contents of this paper.</p>
Consultation How has consultation with partners been carried out?	<p>Perth College Senior Management Team</p> <p>APUC</p> <p>Perth College Finance Team</p> <p>Audit Committee recommended extension of all contracts with the express proviso that formal tender processes commence or resume as soon as is practical to ensure that the maximum 12-month extension periods requested can be fully complied with.</p>
Action requested	<p><input type="checkbox"/> For information only</p> <p><input type="checkbox"/> For discussion</p> <p><input type="checkbox"/> For recommendation</p> <p><input checked="" type="checkbox"/> For approval</p>

<p>Resource implications (If yes, please provide details)</p>	<p>Yes/ No Catering contract costs of £404,000 Finance System Upgrade costs of £35,084 and platform fees of £27.035.04 Internal Audit Fees of £15,000</p>
<p>Risk implications (If yes, please provide details)</p>	<p>Yes/ No Potential loss of continuity of service</p>
<p>Link with strategy 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>Provide a summary of the how the paper links to key College priorities and what they are</p> <p>Financial Sustainability Compliance Risk Management</p>
<p><u>Equality and diversity</u> Yes/ No If yes, please give details:</p>	<p>There are no Equality and Diversity Implications arising from this paper.</p>
<p>Island communities 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 If yes, please give details: 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>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Confidential</p>
<p>Freedom of information</p> <p>Can this paper be included in “open” business?*</p>	<p>No</p>

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

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

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

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and

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Procurement Non-Competitive Action Form

Introduction

It is the institute's policy that contracts for goods, services and works must be awarded on the basis of Value for Money (VFM) following a genuine and effective competition.

However, the institutions procurement policy recognises that there may be occasions where it may be appropriate to award a contract for goods, services and works without following a genuine and effective competition. This procedure is known as Non-Competitive Action (NCA) and can only be applied in **exceptional** circumstances.

NCA will only be approved when a genuine business need exists which outweighs the need to compete the requirement. All evidence in support of NCA must stand up to scrutiny or challenge by a potential supplier.

The following guidance has been put together to provide information about NCA and the process of obtaining approval to use this procedure. This should be read prior to any NCA request being submitted.

Reasons That Might be Acceptable for Using Non-Competitive Action

- **Extreme urgency** – Competition is not required when a contract needs to be put in place urgently to respond to a circumstance which is 'unforeseeable' by, and out with the control of, Registers of Scotland (eg severe and unprecedented weather conditions). However, any contract awarded through the NCA process must only cover the urgent (immediate) need.
Note: This does not include situations where there is an extreme urgency to award a contract on the basis that the customer was aware of the requirement but has failed to factor sufficient time into their workflow/work planning to allow a genuine and effective competition to be undertaken.
- **Only one possible supplier** – You will need to provide objective evidence that will withstand scrutiny and audit to support the decision that there is not an alternative or equivalent product or service available in the market which will meet your needs.
- **Additional purchases from the same supplier** – After a contract has been awarded, additional requirements which have arisen through genuine and unforeseen circumstances and were not included in the original contract may, depending on the precise circumstances, be 'added on' to that contract. However, careful consideration should be given at the outset of the contract to avoid this circumstance, wherever possible and must not exceed 50% of the original contract value.
- **Research exemption** – Funding criteria should always be the driving factor and also that the research exemption only applies if equipment is solely for research purpose and not for commercial use.

Reasons That Are Not Acceptable

- **Contract is about to end but there is an ongoing requirement** – It is important that you take account of future needs at the earliest opportunity as a failure to plan for future requirements will not support the approval of NCA.
- **There is not sufficient time to carry out a competition** – This will not support the approval of NCA. The time taken to run a competitive process will reflect the value, nature and complexity of the purchase.
- **I am under pressure to award this contract quickly** – Unless the pressure has arisen through an urgent unforeseeable situation (see above), then you will need to award the contract following a genuine and effective competition.
- **I have used this supplier before and like what they can do** – The institutions policy requires that contracts are awarded through a genuine and effective competition. In the absence of a competition it may be difficult to demonstrate VFM.
- **I have been approached by a supplier and like their idea** – Any such approach will not result in the supplier simply being awarded a contract on a non-competitive basis. If the proposal is consistent with the business need, that need must be met by running a genuine and effective competition.

If the reasons above do not apply to your purchase, please refer back to the Procurement Policy and the Procurement Rules that apply to the value of your purchase.

Additional Information

Any external consultancy contracts with a value of £100,000 aggregated over 4 years must be approved in advance by the Scottish Funding Council.

Requirements must not be 'split' into contracts of lower value, or reduced in duration, to avoid the need to advertise/conduct or engage with Procurement Services.

Where the proposed purchase is over £50k (over a 4 year contract or one off spend), it is best practice for the institute to publish a VEAT (Voluntary Ex-Ante Transparency) Notice on Public Contracts Scotland to inform suppliers a contract has been awarded without a competitive process being followed and outlines the reasons.

All Non-Competitive Actions will be recorded by the Procurement Team and included in the Procurement Annual Report.

Linked Policies

- Procurement Policy
- Step by Step Guide
- Procurement Strategy

NCA No:

Part 1 – NCA Request Details

Department: SMT

Requester Name: Catherine Etri

Budget Holder Name/Job Title: Associate Principal

Proposed Supplier: Sodexo

Value of Purchase* Request: £404,000

(*Purchase value is the one off capital cost or contract value over 4 years.)

Brief Description of the Goods/Services Required

Type of Purchase:

- One Off
 Repeat Order
 Repair
 Other

If other, please detail: _____

Category of Non-Competitive Action

- Extreme Urgency
 Single Supplier
 Additional Purchase
 Research Exemption

Full Details – Please provide full details below for request including specification of product or service and expand on reason(s) for Non-Competitive Action Category (as per list above). The College has prepared a tender for the Catering service. This tender includes an element of curriculum delivery where hospitality students gain experience within the College's own commercial kitchen. The tender process was due to complete with a new provider selected to begin at the start of the 2020/21 academic year. Due to the Coronavirus outbreak, APUC have advised that this has limited the number and quality of bidders and recommended an extension for 12 months. The current contractor, Sodexo, would be willing to continue to ensure continuity of service and reduce the risk of no service from August 2020. Attached paper outlines the rationale/ Board approval documentation.

Requester Signature: _____

Date: 09/04/20

Budget Holder Signature: _____

Date: 09/04/20

NCA No:

Part 2 – Procurement Review (To be Completed by Procurement Department)

Date Received: 9th April 2020

Reviewed by (Name): Deirdre Matthew

Position: Procurement Manager

Signature: _____

Date: 14th April 2020

Procurement Recommendation: It is the recommendation of the procurement team that the re-tender for the Provision of Outsourced Catering be extended for a period of 12 months due to the current Covid-19 situation, the current situation has resulted in most of the perspective bidders placing staff on furlough therefore we feel we would not achieve comprehensive/ competitive bids due to the lack of resource, also not all suppliers could attend the site visit which was immediately prior to the lockdown situation, a further risk was identified as the lack of time the new (or existing supplier) would have to re-vamp and upgrade the current facilities, this was planned to take place over the summer break but again due to current restrictions this would not happen thus having an effect on term curriculum and the new branding/ launch of the facilities.

Part 3 – Finance Review (To be completed by Finance Department)

Value of Purchase: £404,000

Reviewer Name: Veronica Lynch

Position: Vice Principal External

Head of Finance Signature: _____

Date: 1 May 2020

Approved: Yes No

Finance Comments: As a result of the COVID-19 outbreak, the full tender process was unable to be completed as this contract required the potential contractors to be able to plan how they would use the facilities to undertake student learning and teaching. This planning exercise was unable to be done as well as many of the staff within these contracting organisations being on furlough and therefore getting a best value tender and being able to ensure a valid handover was unable to be guaranteed.

Perth College UHI

Board of Management Paper – on-line decision

Proposal to Suspend Catering Tender

Introduction

The College has started a process of tendering for our Catering Contract however given the current circumstances the advice from APUC (Advanced Procurement for Universities and Colleges) is that we suspend the process and extend our current contract for one year starting the tendering process again in January 2021.

The SMT support this way forward and the Board are asked to consider this paper and indicate whether they agree with this proposal.

Issues

There are a number of issues associated with COVID-19 that will impact on the tender process which will subsequently increase the risk to both the provision of our catering for staff and students and the delivery of the curriculum to Hospitality and Professional Chef students to an unacceptable level. On resumption of normal business this may mean that we are unable to meet the needs of our students and staff.

The British government have issued guidance on public procurement regulation in response to COVID-19 which permit public bodies to use regulation 32(2)(c) under the Public Contract Regulations 2015. This Procurement Policy Note and associated guidance covers options that may be considered in relation to procurements under the Public Contract Regulations 2015 (for the current financial thresholds, see PPN 06/19) including extending or modifying a contract during its term.

Regulation 72(1) sets out the following:

Contracts ... may be modified without a new procurement procedure ... in any of the following cases:

(c) where all of the following conditions are fulfilled:

(i) the need for modification has been brought about by circumstances which a diligent contracting authority could not have foreseen;

[Cabinet Office Procurement Policy Note – Responding to COVID-19](#)

Impacting factors

1. Due to the Covid-19 spread we are at risk of not receiving the standard of bids that we might have expect from all companies in the normal process, at least one

interested bidder pulled out as a result of not being able to attend the tour of the facilities

2. Extending the current agreement would reduce the risk associated with COVID-19 contingency planning in light of a prolonged period out of college. We may potentially be in a situation where there is no mobilisation or handover period, this will compound what is already a highly challenging situation.
3. The financial impact of COVID-19 on the services sector is also materially increasing the risk to the catering service and it is likely that there will be issues with suppliers, and escalating food prices. The knowledge that Sodexo currently has of our overall catering and training/curriculum requirements would provide a level of confidence that they would be best place to effectively manage service delivery through this period of uncertainty, minimising risk to the college, students and staff.
4. Going to tender in a volatile or strained market may mean that optimum value could be undermined or financial commitments subject to an excessive or unacceptable range of variables and caveats.
5. The mobilisation of a contract of this scale is a very complex project that will demand significant resources – both financial and staff. The added complication related to curriculum provision would make this virtually impossible.
6. We are already behind schedule in the Tender process due to the impact of COVID-19 and this is likely to significantly impact bidding, hand over, deployment and the potential to provide practical development of student competences.
7. Availability of resources will be significantly stretched over the coming weeks and months potentially undermining the rebranding and investment impact on catering resources and new activities.
8. There is heightened anxiety for teaching staff and students involved in the curriculum project with Sodexo. SQA have identified that students on practical based courses, may have to carry forward elements of their learning into the next session, this will be very difficult to manage and the risk to students is increased as we may be working with a new catering supplier with no knowledge of how to assist students in the development of practical competences.

SMT propose to suspend the Tender process and extend the current contract for a further academic year and recommend the Tender process recommence in January 2021 to give all bidders time to do a comprehensive mobilisation. This will ensure the least possible disruption to the curriculum for the catering students and facilitate comparisons at a later stage to appoint the best supplier through the procurement process.

Additional details on current timelines

The original time lines for the bid

Submission -17th April
Evaluation process commencement 20th April
Clarification interviews 13th May
Contract award 12th June

Lead period July and August
Contract commencement 1st September

Before the tender process was suspended

The new submission date 15th May

If the process time lines were to follow

The contract award would be into approx. 10th July leaving a lead time of 5 weeks until the academic staff return however this is an unknown due to COVID-19.
With the complexities to implement/ support a student learning programme this would be impossible.

Additional detail re curriculum planning

Development of full year menus to meet the curriculum and the link with student/staff menu choices.

Once menus are agreed ie meet the learning skills of each qualification/award the days have to be adapted to meet the skill levels of students in the kitchen on particular days. This can only be done in collaboration with the college key stake holders.

Development of associated recipes adapted to meet all curriculum requirements including, equality, diversity and inclusion considerations.

Curriculum staff then prepare learning materials based on the above factors and associated practical student learning experiences.

Planning ordering and supply food chain with new or reduced suppliers.

No academic staff available due to summer holidays from June - August

The current situation increases the risk of this not being carried out in an effective and student focussed manner if at all.

If we continue for the 20/21 session with Sodexo then the people, knowledge and planning structures are available from day one of normal business.

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- **Research exemption** – Funding criteria should always be the driving factor and also that the research exemption only applies if equipment is solely for research purpose and not for commercial use.

Reasons That Are Not Acceptable

- **Contract is about to end but there is an ongoing requirement** – It is important that you take account of future needs at the earliest opportunity as a failure to plan for future requirements will not support the approval of NCA.
- **There is not sufficient time to carry out a competition** – This will not support the approval of NCA. The time taken to run a competitive process will reflect the value, nature and complexity of the purchase.
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- **I have been approached by a supplier and like their idea** – Any such approach will not result in the supplier simply being awarded a contract on a non-competitive basis. If the proposal is consistent with the business need, that need must be met by running a genuine and effective competition.

If the reasons above do not apply to your purchase, please refer back to the Procurement Policy and the Procurement Rules that apply to the value of your purchase.

Additional Information

Any external consultancy contracts with a value of £100,000 aggregated over 4 years must be approved in advance by the Scottish Funding Council.

Requirements must not be 'split' into contracts of lower value, or reduced in duration, to avoid the need to advertise/conduct or engage with Procurement Services.

Where the proposed purchase is over £50k (over a 4 year contract or one off spend), it is best practice for the institute to publish a VEAT (Voluntary Ex-Ante Transparency) Notice on Public Contracts Scotland to inform suppliers a contract has been awarded without a competitive process being followed and outlines the reasons.

All Non-Competitive Actions will be recorded by the Procurement Team and included in the Procurement Annual Report.

Linked Policies

- Procurement Policy
- Step by Step Guide
- Procurement Strategy

NCA No:

Part 1 – NCA Request Details

Department: SMT

Requester Name: Veronica Lynch

Budget Holder Name/Job Title: Vice Principal

Proposed Supplier: Symmetry

Value of Purchase* Request: £35,084 Software upgrade plus £27,035.04 platform fee
(*Purchase value is the one off capital cost or contract value over 4 years.)

Brief Description of the Goods/Services Required

Type of Purchase:

- One Off
 Repeat Order
 Repair
 Other

If other, please detail: _____

Category of Non-Competitive Action

- Extreme Urgency
 Single Supplier
 Additional Purchase
 Research Exemption

Full Details – Please provide full details below for request including specification of product or service and expand on reason(s) for Non-Competitive Action Category (as per list above). The College's current finance system is with Symmetry. To support the implementation of improved finance reporting and processes, it is critical that a solution can be provided which enables improvements promptly with minimum disruption.

1. A migration to any new finance system is an enormous and very disruptive exercise which the College would find it difficult to bear that at the moment with key priorities to address challenges with manual processing leading to audit weaknesses. Implementing a new system that would be Tech One (UHI system due for implementation in August 2020) would take a longer timescale than our College Finance Team has the capacity for at this time.

2. Our proposed approach is to implement a Symmetry upgrade from Blu Qube 3 to Blu Qube 4. This proposal would be implemented within 4-6 weeks in July 2020 to upgrade our software. This would enable improved finance processes and reporting to deliver the actions identified within the external audit process.

3. The Symmetry upgrade does not prevent tendering in the future as there is no minimum term being imposed. Whilst there is an upgrade cost of £35,084, the payback period from efficiency, audit and printing savings, would be within an estimated 12 month period.

The contract for the College's Finance system has been in place for a 10 year period. This has not been tendered due to the proposal from UHI for all Academic partners to move to a single Tech One Finance system. This will be implemented within UHI EO in August 2020

NCA No:

and potentially rolled out to Academic partners thereafter. The College would be able to review the business case for Tech One to ensure this would meet our needs. An alternative/complementary option would be to conduct a tender exercise which would include Tech One to ensure that a service meeting the College needs could be provided. These potential options would be clearer once the Tech One system is operating successfully in EO.

The new Scottish Government Coronavirus Guidance for Public Bodies issued on 20 March enables an additional 12 month extension to the existing Symmetry contract which includes the platform fees of £27,035.04. The software upgrade from BluQube3 to version 4 would be sourced on the basis of a single supplier. A tender process could then begin during 2020/21 with a start date of August 2021 for either Tech One or another supplier.

Requester Signature: _____

Date: 12/05/20 _____

Budget Holder Signature: _____

Date: 12/05/20 _____

NCA No:

Part 2 – Procurement Review (To be Completed by Procurement Department)

Date Received: 12 May 2020

Reviewed by (Name): Deirdre Matthew

Position: Procurement Manager

Signature: _____

Date: 12 May 2020

Procurement Recommendation: It is the recommendation of the procurement team that the re-tender for the Provision of a Finance Service be undertaken as soon as is practicable. In the meantime, extending the Symmetry platform for a period of 12 months and the upgrade of the software be sourced from the same supplier would be reasonable due to the upcoming UHI proposed shared finance service, as well as the current Covid-19 situation. The current situation has resulted in many of the prospective bidders placing staff on furlough therefore achieving comprehensive/ competitive bids due to the lack of resource would be difficult at this time. We have also taken into account the College's own rationale of improving its finance processes which have been recommended by External Audit.

Part 3 – Finance Review (To be completed by Finance Department)

Value of Purchase: £35,084 plus £27,035.04

Reviewer Name: Graham Little

Position: Interim Head of Finance

Head of Finance Signature: _____

Date: 12 May 2020

Approved: Yes No

Finance Comments: Based on the rationale provided in this paper and the requirement to move towards this system improvement by External Audit, this investment is endorsed.

Procurement Non-Competitive Action Form

Introduction

It is the institute's policy that contracts for goods, services and works must be awarded on the basis of Value for Money (VFM) following a genuine and effective competition.

However, the institutions procurement policy recognises that there may be occasions where it may be appropriate to award a contract for goods, services and works without following a genuine and effective competition. This procedure is known as Non-Competitive Action (NCA) and can only be applied in **exceptional** circumstances.

NCA will only be approved when a genuine business need exists which outweighs the need to compete the requirement. All evidence in support of NCA must stand up to scrutiny or challenge by a potential supplier.

The following guidance has been put together to provide information about NCA and the process of obtaining approval to use this procedure. This should be read prior to any NCA request being submitted.

Reasons That Might be Acceptable for Using Non-Competitive Action

- **Extreme urgency** – Competition is not required when a contract needs to be put in place urgently to respond to a circumstance which is 'unforeseeable' by, and out with the control of, Registers of Scotland (eg severe and unprecedented weather conditions). However, any contract awarded through the NCA process must only cover the urgent (immediate) need.
Note: This does not include situations where there is an extreme urgency to award a contract on the basis that the customer was aware of the requirement but has failed to factor sufficient time into their workflow/work planning to allow a genuine and effective competition to be undertaken.
- **Only one possible supplier** – You will need to provide objective evidence that will withstand scrutiny and audit to support the decision that there is not an alternative or equivalent product or service available in the market which will meet your needs.
- **Additional purchases from the same supplier** – After a contract has been awarded, additional requirements which have arisen through genuine and unforeseen circumstances and were not included in the original contract may, depending on the precise circumstances, be 'added on' to that contract. However, careful consideration should be given at the outset of the contract to avoid this circumstance, wherever possible and must not exceed 50% of the original contract value.
- **Research exemption** – Funding criteria should always be the driving factor and also that the research exemption only applies if equipment is solely for research purpose and not for commercial use.

Reasons That Are Not Acceptable

- **Contract is about to end but there is an ongoing requirement** – It is important that you take account of future needs at the earliest opportunity as a failure to plan for future requirements will not support the approval of NCA.
- **There is not sufficient time to carry out a competition** – This will not support the approval of NCA. The time taken to run a competitive process will reflect the value, nature and complexity of the purchase.
- **I am under pressure to award this contract quickly** – Unless the pressure has arisen through an urgent unforeseeable situation (see above), then you will need to award the contract following a genuine and effective competition.
- **I have used this supplier before and like what they can do** – The institutions policy requires that contracts are awarded through a genuine and effective competition. In the absence of a competition it may be difficult to demonstrate VFM.
- **I have been approached by a supplier and like their idea** – Any such approach will not result in the supplier simply being awarded a contract on a non-competitive basis. If the proposal is consistent with the business need, that need must be met by running a genuine and effective competition.

If the reasons above do not apply to your purchase, please refer back to the Procurement Policy and the Procurement Rules that apply to the value of your purchase.

Additional Information

Any external consultancy contracts with a value of £100,000 aggregated over 4 years must be approved in advance by the Scottish Funding Council.

Requirements must not be 'split' into contracts of lower value, or reduced in duration, to avoid the need to advertise/conduct or engage with Procurement Services.

Where the proposed purchase is over £50k (over a 4 year contract or one off spend), it is best practice for the institute to publish a VEAT (Voluntary Ex-Ante Transparency) Notice on Public Contracts Scotland to inform suppliers a contract has been awarded without a competitive process being followed and outlines the reasons.

All Non-Competitive Actions will be recorded by the Procurement Team and included in the Procurement Annual Report.

Linked Policies

- Procurement Policy
- Step by Step Guide
- Procurement Strategy

NCA No:

Part 1 – NCA Request Details

Department: SMT

Requester Name: Veronica Lynch

Budget Holder Name/Job Title: Vice Principal

Proposed Supplier: Henderson Loggie

Value of Purchase* Request: £15,000

(*Purchase value is the one off capital cost or contract value over 4 years.)

Brief Description of the Goods/Services Required

Type of Purchase:

- One Off
 Repeat Order
 Repair
 Other

If other, please detail: _____

Category of Non-Competitive Action

- Extreme Urgency
 Single Supplier
 Additional Purchase
 Research Exemption

Full Details – Please provide full details below for request including specification of product or service and expand on reason(s) for Non-Competitive Action Category (as per list above). The contract for the College's Internal Audit service has been in place for a 4 year period and will expire on 31 July 2020. The incumbent is included within the APUC Framework and the College could opt to extend the contract for a further 3 year period. In the interests of best value and to test the market for this service, it would be preferable to undertake a tender process. This is not an optimum solution at this time as it is unclear how many bids would be received. The new Scottish Government Coronavirus Guidance for Public Bodies issued on 20 March provides for this scenario and enables an additional 12 month extension to the existing contract. A tender process could then begin during 2020/21 with a start date of August 2021. APUC have advised that an extension for 12 months would be acceptable within the guidance. The current contractor, Henderson Loggie, would be willing to continue to ensure continuity of service and reduce the risk of no service from August 2020.

Requester Signature: _____

Date: 12/05/20

Budget Holder Signature: _____

NCA No:

Date: 12/05/20

NCA No:

Part 2 – Procurement Review (To be Completed by Procurement Department)

Date Received: 12 May 2020

Reviewed by (Name): Deirdre Matthew

Position: Procurement Manager

Signature: _____

Date: 12 May 2020

Procurement Recommendation: It is the recommendation of the procurement team that the re-tender for the Provision of Internal Audit services be extended for a period of 12 months due to the current Covid-19 situation. The current situation has resulted in many of the perspective bidders placing staff on furlough therefore we feel we would not achieve comprehensive/ competitive bids due to the lack of resource,

Part 3 – Finance Review (To be completed by Finance Department)

Value of Purchase: £15,000

Reviewer Name: Graham Little

Position: Interim Head of Finance

Head of Finance Signature: _____

Date: 12 May 2020

Approved: Yes No

Finance Comments: As a result of the COVID-19 outbreak, the full tender process would be unable to be completed as many of the staff within these companies are furloughed at this time and best value would not be guaranteed through this process.

Perth College UHI

Paper No. 11

Committee	F&GP Committee
Subject	Residences Contract Tender
Date of Committee meeting	27/05/2020
Author	UHI Procurement Manager
Date paper prepared	18/05/2020
Executive summary of the paper	<p>Background information on Invitation to Tender and Contracts Strategy documents related to Perth College UHI Residences Contract.</p> <p>Please note that the Invitation to Tender document remains in DRAFT format.</p>
Consultation How has consultation with partners been carried out?	<p>Consultation has been undertaken with a wide range of key stakeholders, as outlined within the documentation</p>
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)	<p>Yes – on approval of Tender</p>
Risk implications (If yes, please provide details)	<p>Yes – compliance with process will mitigate against current risks.</p> <p>Click or tap here to enter text.</p>
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance 	<p>Click or tap here to enter text.</p>

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>	No
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	No Click or tap here to enter text.
<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"/>
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"/>

Perth College UHI

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



INVITATION TO TENDER (ITT)

**TENDER FOR: PROVISION OF FACILITIES MANAGEMENT SERVICES AND
COMMERCIAL LETTING OF PERTH COLLEGE STUDENT RESIDENCIES**

TENDER REFERENCE: CS-PC-13373

Table of Contents

Section	Contents	Action
1	General Tender Information	For Information
2	Specification of Requirements	For Information
3	Tender Questions and Evaluation Criteria	For Information

Appendix	Contents	Action
A	Form of Tender	For Completion
B	Freedom of Information	For Completion (if applicable)
C	Authority's Terms and Conditions	For Information
D	Supply Chain Code of Conduct	For Information
E	Pricing Schedule	For Completion
F	Photos of Perth College UHI Student Residencies	For Information

SECTION 1: GENERAL TENDER INFORMATION

GLOSSARY

The following words and expressions used within this Invitation to Tender (except Appendix C: Authority’s Terms and Conditions) will have the following meanings (to be interpreted in the singular or plural as the context requires):

TERM	MEANING
“Authority”	means Perth College UHI
“e-Tendering System”	means the online portal used for conducting this ITT. This is called Public Contracts Scotland –Tender (PCS-T).
“Conditions of Tender”	means the Terms and Conditions set out in this ITT relating to the submission of a Tender.
“Contractor”	means the successful Tenderer(s) who will be party to the Contract responsible for supplying the goods and/or services.
“Contract”	means the Agreement (as set out in Appendix C of the ITT) to be entered into by the Authority and the Contractor following any award under the procurement exercise.
“Invitation to Tender” or “ITT”	means this Invitation to Tender (ITT) document and all related documents published by the Authority and made available to Tenderers.
“OJEU Notice”	means the advertisement issued in the Official Journal of the European Union in respect of this ITT.
“Regulations”	means The Public Contracts (Scotland) Regulations 2015
“Tender Response(s), or “ITT Response”	means a Tenderer’s formal offer in response to this ITT
“Tenderers”	means the organisations responding to this ITT.
“GDPR”	Means the General Data Protection Regulations 2018.

1. General

- 1.1. The Authority is seeking Contractor(s) for the Provision of Facilities Management Services for Perth College UHI Student Residencies.

- 1.1 The Authority is using an e-Tendering System for this procurement exercise. The system is called Public Contract Scotland-Tender (PCS-T) and can be accessed via the Procurement Contracts Scotland (PCS) website. The ITT is only available in electronic form which can be accessed via your web browser. No hard copies will be accepted.

- 1.2 This ITT is being carried out in accordance with the open procedure as set out in the Regulations which implement Directive 2004/18/EC.

- 1.3 Tenderers are required to complete the Online Qualification, Technical and Commercial Questionnaires on PCS-T (Qualification, Technical and Commercial Questionnaire tab at the left-hand side of the screen) in accordance with the instructions in this ITT and relevant Appendices. These documents are in the “Attachments” tab.
- 1.4 The information contained in the ITT is designed to ensure that completed Tender Responses are given equal and fair consideration. It is important that Tenderers provide all the information asked for in the format and order specified.
- 1.5 Tenderers should read the ITT carefully before submitting a Tender Response. Failure to comply with the instructions for completion and submission of a Tender Response will result in elimination from the procurement exercise.

2. Proposed Timetable

PROCUREMENT ACTIVITY	DATE
Issue OJEU Notice and ITT	15 th April 2020
Deadline for clarification questions from Tenderers	13:00 5 th May 2020
Deadline for Authority to respond to clarification questions	13:00 8 th May 2020
Deadline for Tender Response	13:00 18 th May 2020
Evaluation of Tenders	18 th to 29 ^h May
Contract award notification	12 th June 2020
Mandatory standstill period	12 th to 22 nd June 2020
Contract Award	23 rd June 2020
Lead in Period	24 th June 2020 – 31 st August 2020
Commencement of Contract	1 st September 2020

The proposed timetable is only a guideline. The Authority reserves the right to make any changes it deems necessary to the proposed timetable.

3. Duration of Contract

- 3.1 The Contract will commence on the 1st September 2020 for a period of 3 years and expire on 31st August 2023.
- 3.2 The Authority reserves the right to extend this Agreement for a further 2 x 12 months subject to satisfactory performance and continued Institutions requirements.

4. Clarifications regarding the Invitation to Tender

- 4.1 All communications from Tenderers during the procurement exercise will be undertaken using the messaging portal on PCS-T. No other method will be accepted.
- 4.2 Any request for clarification about the procurement exercise should be submitted via the secure messaging portal on PCS-T no later than the deadline for clarification questions (see Proposed Timetable). No further questions will be accepted after the clarification question deadline. All responses to any questions will be circulated to all Tenderers via the messaging portal on PCS-T.
- 4.3 If the Authority considers any request for clarification to be of significance to other Tenderers, the Authority will circulate on a regular basis the clarification together with the Authority's response (but not the source of clarification) to all Tenderers that have expressed an interest in the ITT.
- 4.4 Where a Tenderer believes that a request for clarification is commercially sensitive e.g. where disclosure of such clarification and the response would or would be likely to prejudice its commercial interests, the Tenderer should clearly indicate that the clarification is commercially sensitive. However, if the Authority at its sole discretion does not consider that the clarification is commercially confidential in nature, the Authority will either circulate the clarification to all Tenderers or the Tenderer may withdraw the clarification.
- 4.5 The Authority reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that clarification would or would be likely to prejudice the Authority's commercial interests. In such circumstances, the Authority will inform the relevant Tenderer.

5. Alterations to the ITT

- 5.1 Tenderers may modify their Tender response prior to the deadline for Tender Responses via PCS-T. No Tender Responses may be modified after the Tender Response deadline. Tenderers must ensure that they have published their Tender Response for their Tender to be considered and evaluated. **The Tenderer will receive a confirmation email from PCS-T once the Tender has been published.**
- 5.2 Any modification to the Invitation to Tender by the Authority shall be notified to Tenderers no less than 10 working days prior to the Tender Response deadline. If appropriate, the Authority shall revise the Tender Response deadline to accommodate this.
- 5.3 Tenderers may withdraw their Tender Response at any time prior to the Tender Response deadline.

6. Receipt of Tender Response

- 6.1 Tender Responses must be uploaded on PCS-T prior to the time and date set out in the Proposed Timetable. Tender responses received before that deadline will remain unopened until that deadline or such time thereafter when all Tender Responses will be opened. The Authority reserves the right to reject Tender Responses received after that deadline and disqualify any incomplete Tenders.
- 6.2 By issuing this ITT, the Authority reserves the right not to award the Contract for some or all the goods and/or services for which Tender Responses are invited.

7. Costs of Tendering

- 7.1 Tenderers shall bear their own costs and expenses incurred in the preparation and submission of their Tender Response and any applicable site visits or presentations. The Authority shall in no case be responsible or liable for those costs, regardless of the outcome in relation to individual Tender Responses.
- 7.2 The Authority reserves the right to cancel the procurement exercise at any point. The Authority shall accept no liability for any losses caused by any cancellation of this procurement exercise nor any decision not to award a Contract.

8. Confidentiality

- 8.1 Subject to the provision of Freedom of Information, the contents of this ITT and of any other documentation sent to any Tenderer in respect of this procurement exercise are provided on the basis that they remain the property of the Authority and/or relevant body. Tenderers must treat the contents of the ITT and any related documents as confidential and must take all necessary precautions to ensure that all information is treated as such and not disclosed or used other than for the purpose of this procurement exercise by the Tenderer.
- 8.2 No Tenderer shall undertake any publicity activities with any part of the media in relation to this ITT without the prior written agreement of the Authority, including agreement on format and content of any publicity.

9. Information Disclosure and the Freedom of Information (Scotland) Act 2002

- 9.1 In accordance with the obligations and duties placed upon public authorities, all information submitted to the Authority may need to be disclosed and/or published by the Authority. The Authority may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, (the decisions of the Authority in the interpretation thereof will be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.
- 9.2 Further, the Authority may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland or the United Kingdom and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament or their executive bodies, it is recognised and agreed by both parties that the Authority shall, if they see fit, disclose such information and are unable to impose any restriction upon the information that they provide to members of the Scottish Parliament, or Members of the United Kingdom Parliament.
- 9.3 Accordingly, if the Tenderer considers that any of the information submitted in the Tender Response is commercially confidential, the Tenderer should complete **Appendix B - Freedom of Information**. It should be noted that where the Tenderer has indicated that the information is commercially sensitive, the Authority shall endeavour to maintain confidentiality of that information. However, Tenderers should note, that even where information is identified as commercially sensitive, the Authority may be required to disclose such information in accordance with the Freedom of Information (Scotland) Act 2002.

9.4 Where a Tenderer receives a request for information relating to this procurement exercise under the Freedom of Information (Scotland) Act 2002 during the procurement exercise, this should be immediately passed on to the Authority and the Tenderer should not attempt to answer the request without first consulting with the Authority.

10. Variant Bids

10.1 The Authority will not consider a variant Tender Response.

11. Consortia and Subcontracting

11.1 Where a consortium or sub-contracting approach is proposed, Tenderers are required to complete the relevant questions in the Qualification Questionnaire on PCS-T.

11.2 Relevant information should be provided in your Tender Response in respect of the consortium member or members who will play a significant role in the delivery of the requirement. Tender Responses shall enable the Authority to assess the overall consortia or core supply base.

11.3 Where the members of the consortium change at any time during the procurement exercise, the Tenderer should inform the Authority immediately in writing. In such circumstances, the Authority reserves the right to take such action, including excluding the consortium from participating in the procurement exercise, where the change in membership is material in the sense that had it been made earlier it would have affected the Authority's evaluation of the Tender Response.

11.4 The consortium may be required to form a legal entity which will enter the resulting Contract.

12. TUPE

12.1 Your attention is drawn to the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 (TUPE). It is the responsibility of Tenderers to determine whether or not TUPE applies to this procurement exercise. Notwithstanding this, if this procurement exercise results in a Contract being placed, although the Authority is not liable for the opinion expressed. In these circumstances the Authority will wish to satisfy itself that Tender Responses are responsibly based and take full account of your likely TUPE obligations.

13. Additional Information

13.1 Tenderers are expected to examine all instructions, questions, forms, terms and specification in the ITT and check they are complete in all respects.

13.2 Tenderers should notify the Authority promptly of any perceived ambiguity, inconsistency or omissions in this ITT, any of its associated documents and/or any other documentation issued to them during the procurement exercise.

13.3 Tenderers are responsible for ensuring that they have submitted a complete and accurate Tender Response. Prices must be submitted in £ Sterling, exclusive of VAT.

14. Tender Evaluation

14.1 In accordance with The Public Contracts (Scotland) Regulations 2015, the Authority will evaluate Tender Responses to determine the Most Economically Advantageous Tender (MEAT). Tender Responses will be evaluated on both technical and commercial merit.

14.2 The ITT includes mandatory minimum requirements (Qualification Questionnaire on PCS-T). It is important that Tenderers read these carefully and demonstrate compliance with these requirements. **Failure to comply with any applicable mandatory minimum requirements may result in exclusion from the procurement exercise.** Each Tenderer passing the Minimum Standards will then be subject to a Technical and Commercial evaluation. The ratio being Technical 50% / Commercial 50%.

Evaluation Criteria

Qualification Envelope			
Questionnaire in PCS-T	Section Name in PCS-T (question numbers refer to Section 3 of the ITT)	Question Name	PASS/FAIL
Qualification Envelope (ESPD)	Acceptance of Documentation		Pass/Fail
	Part II: A about the bidder: Identification		Pass/Fail
	Part II: B Information about representatives of the bidder		Pass/Fail
	Part II: C Information about reliance on the capacities of other entities		Pass/Fail
	Part II D Information concerning subcontractors on whose capacity the bidder does not rely		Pass/Fail
	Part III: A Grounds relating to criminal convictions		Pass/Fail
	Part III: B Grounds relating to the payment of taxes or social security contributions		Pass/Fail
	Part III: C Blacklisting		Pass/Fail
	Part III: D Grounds relating to insolvency, conflicts of interests or professional misconduct		Pass/Fail

	Part IV: B economic and financial standing	Financial Standing	Pass/Fail
		Insurance Levels	Pass/Fail
Technical Envelope: 50%			
Technical Envelope	Q1. Contract Delivery		15%
	Q2. Challenges and Risks		10%
	Q3. Qualifications and Expertise		10%
	Q4. Training and Development of Staff		10%
	Q5. Fair Work Practices		5%
<u>REQUEST FOR INFORMATION</u>			
Request for Information	Appendix A - Form of Tender		FOR INFORMATION ONLY
	Appendix B - Freedom of Information		FOR INFORMATION ONLY
	Appendix C - Supply Chain Code of Conduct		FOR INFORMATION ONLY
Commercial Envelope – Pricing Schedule [50%]			
	Appendix E – Pricing Schedule		FOR COMPLETION

15. Bid Clarifications

15.1 Bid clarifications shall take place in writing via the PCS-T messaging portal.

16. Notification of Award

16.1 The Authority shall notify successful and unsuccessful Tenderers in accordance with the Regulations. A ten-day standstill period will be observed in accordance with the Regulations before the Authority enters into the Contract.

17. Debriefing

17.1 Following a decision to award the Contract, the Authority will provide reasons for its decision in an award notification letter to Tenderers in line with the Regulations.

18. Form of Tender

- 18.1 The essence of competitive tendering is that the Authority should receive bona fide competitive tenders from all firms tendering.
- 18.2 In recognition of this principle, Tenderers shall sign the **Form of Tender – Appendix A** to confirm that their Tender Response is a complete, true and accurate submission. Failure to submit a signed copy with result in elimination from the procurement exercise.

19. Supply Chain Code of Conduct

- 19.1 The Authority is committed to delivering Contracts that demonstrate and meet its sustainable procurement objectives, driving through positive social, environmental and economic impacts wherever possible.
- 19.2 In partnership with Institutions, the Authority has developed a **Supply Chain Code of Conduct – Appendix D** which sets out its expected standards for its supply chain in social, ethical and environmental compliance.
- 19.3 Tenderers are encouraged to complete the Supply Chain Code of Conduct to assist in achieving its objectives.
- 19.4 For more detail on our Supply Chain Sustainability project please see the website <http://www.apuc-scot.ac.uk/#!/susproject.php>
- 19.5 The Contractor(s) will be encouraged to participate in the Authority's Sustainable Supply Chain Audit Programme to determine their compliance with the Code of Conduct. This will involve completion of an on-line assessment questionnaire, provision of documentary evidence and supporting/facilitating potential site visits by the Authority or a nominated third party to assess site(s) compliance. The Authority is carrying out this audit programme on behalf of its client Institutions in order to assess the social, ethical, economic and environmental compliance of its suppliers and supply chain and will seek to eliminate poor/non-compliant practise and exploit good practice/opportunities where possible.

SECTION 2 - SPECIFICATION OF REQUIREMENTS

1. Introduction

Perth College UHI is a further and higher education institution. They are one of 13 Academic Partners which make up the University of the Highlands and Islands and offer a wide range of courses including vocational, access and industry courses to post graduate degrees.

Perth College UHI are seeking to appoint a single contractor who will provide an onsite management service to students during term time including a cleaning service of all communal areas. In addition, there is a requirement for a managed booking service for commercial lets during non term time. This service will require contractors to create and manage bookings, collect and report income, and manage guest services including room and communal area cleaning. Please note that all Commercial Booking payments must be paid directly into a Perth College UHI Bank Account in order that Perth College UHI can comply with VAT regulations,.

For the student period it is anticipated that extra resource will be required at key periods, primarily at the start and end of their let period. (normal let periods are from end of August to May/end of June).

The contractor must comply with all relevant legislation during the lifetime of the contract and will be expected to provide Perth College UHI with suitable management information on the use of the residences (e.g. capacity 'V' occupancy).

The Contractor will also liaise with key personnel at Perth College UHI to ensure that the student and commercial guests are provided with the necessary support.

It is anticipated that a fixed price contract will be awarded for 3 years with 2 further 12 month extension options at the original fixed price rates.

2. Specification of Service Requirements

Perth College UHI Student Residences comprise of 5 buildings located within the Perth College UHI campus (<https://www.perth.uhi.ac.uk/t4-media/one-web/perth/about-us/find-us/perth-college-campus-map.pdf>)

The 5 buildings each contain 16 secure flats, each with its own kitchen, dining and living area and a number of single and twin bedrooms, each with its own en-suite bathroom facility.

There are 49 single and 18 twin bedrooms offering 77 beds in total.

The 5 buildings house 28 beds (Glen Shee Building), 28 beds (Glen Almond Building), 16 beds (Glen Lyon Building), 3 beds and 2 beds respectively (Houses currently undergoing conversions to HMO)

Depending on their course of study, the students residential start and end term dates for

2020/21 are:

FE/HNC/HND	Starts 31/08/2020	Ends 04/06/2021	40 weeks
Degree	Starts 31/08/2020	Ends 15/05/2021	37 weeks

Dates for following years will follow similar timelines.

Residents will be spread across all areas of the College's FE and HE provision. A number of students may come from overseas and, as such, the contractor must be sympathetic of, and responsive to, the needs of students from a variety of differing nationalities and cultures.

The primary market for non-term-time, commercial business will be for the periods outside those noted above, with a period of time required at either end of non-teaching time for cleaning and preparation of the premises.

3. Support for Student Residents

- During the period that the Halls of Residence are let to students, the supplier will be required to provide the following.
- Appropriate levels of accommodation management support required for up to 77 students, varying this as necessary to manage peak periods (e.g. induction where you will be expected to meet and greet Students and conclude signing of residential contracts, settling in, and end of year departures where you will be expected to do a room inspection and collect keys).
- A full-time residence manager, deputy manager and 2 full time equivalent duty supervisors during the period that the halls are occupied by students. These staff will be required to provide on-site support to the College on a 24/7 basis for the duration of the contract on rotating shift pattern requiring at least one person on shift at all times.
- Continuity of service for the duration of the Contract, ensuring that adequately qualified personnel are in place at all times to cover absence, both planned and unplanned.
- All staff assigned to the contract must be trained or working towards training with regards to Scottish Mental Health First Aid Training (SMHFA) and Safeguarding. This is to support staff as potential first responders only, signposting to College services accordingly. Those undertaking training, must have this successfully completed within 6 months of the start of the contract.
- Support the College accordingly with room allocations. Including assisting in assigning rooms and potential rooms swaps.
- Room checks, at least once per month, to ensure that all students adhere to the terms and conditions of their stay as well as checking in on their general health and wellbeing.

- Understanding of the College Policies and Procedures in relation to students. Most importantly to be aware of the Student Code of Conduct and where necessary arrange for the initiation of the formal College student disciplinary procedure. Further ensuring that policies and procedures are adhered to at all times.
- Referral of student queries to appropriate College contacts, maintaining an incident logbook accordingly.
- Attend scheduled meetings with key College staff with regards to incidents and student welfare issues. These meetings will take place no less than monthly, but if required, ad-hoc meetings can be scheduled in emergencies situations.
- Attend scheduled meetings with key College staff with regards to general maintenance issues and contractual issues
- Daily if required, but as a minimum, weekly domestic cleaning of communal areas including the provision of all housekeeping products for the cleaning. This will exclude private student accommodation and the laundry.
- A professional, efficient and effective deep clean of the entire Student Residences after the student residential period and in advance of the commercial period, ensuring the highest standard of cleanliness is achieved.
- The appropriate level of cleaning required at the end of the commercial letting period and prior to students taking up accommodation at the start of the academic year.
- Maintenance of appropriate registers (e.g. residents registers; fire register) and provision of regular management information as agreed with the College.
- Working alongside our Estates Team, operation of residences within the UUK Code of Practice and ensure that all legislative requirements pertaining to student residential accommodation are met.
- Provision of additional student retail services if required, (eg vending machine, coffee machine).

4. Support for Commercial Residents

During the period which the halls of residence are available for commercial letting, the supplier will be required to provide the following:

- Check guests in to accommodation
- Check in/Check out procedure to be shared with key College staff for review and approval prior to implementation, thus allowing the college to update information on any facilities available to the potential residents.
- Appropriate levels of accommodation management support required for up to 77 commercial residents, varying this as necessary to manage peak periods.

- A full-time residence manager, deputy manager and 2 full time equivalent duty supervisors along with other staff resources e.g. cleaners as and when required if there is any commercial occupancy of the halls of residence.
- Continuity of service throughout the duration of the agreement, ensuring that adequately qualified personnel are in place at all times to cover absence, both planned and unplanned.
- Manage room and bed reservations (booking and allocation service under supplier's own terms and conditions.)
- Price setting and collection of all monies due by commercial customers on behalf of the College.
- Marketing and promotion of the availability of rooms to the widest possible audience using a range of communication channels, including but not limited to online, social media and print based methods.
- Regular room checks to ensure that all commercial residents adhere to the terms and conditions of their stay.
- Reporting of guest issues including maintenance issues with key College staff.
- Organise annual electrical PAT testing for all current equipment and ensure all new equipment is covered under the PAT testing regulations.
- Domestic cleaning of communal and all commercial residence areas including the provision of all housekeeping products for the cleaning of commercial residences, bed linen, laundry, cutlery and crockery (e.g. pots, pans, plates, bowls, cups, tumblers).
- Maintenance of appropriate registers and provision of regular management information as agreed with the College.
- Operation of residences in line with industry codes of practice and ensuring that all legislative requirements pertaining to commercial residential accommodation are met.
- Provision of additional commercial residence retail services if required, (eg. Supplier promotional merchandise)
- The appropriate level of cleaning required at the end of the commercial letting
- Minimum occupancy of 50% at a minimum base rate of £25 per single room per night.

The specific services required of this contract will evolve over time and in response to certain circumstances. Both parties will be expected to contribute to the further discussion, documentation and agreement of variation to specific services and levels which are deemed appropriate.

In terms of the staff and resources required, both parties will review specific responsibilities and priorities over time and agree any changes to these roles in light of experience gained.

The following services will remain the responsibility of Perth College UHI:

- Provision of all buildings including fixtures, fittings and furniture
- Provision of all utilities – gas, electricity, water and sewage - and supporting services
- Maintenance of, and repairs to, residential buildings and surrounding land
- Provision of necessary security measures, and their ongoing maintenance
- Student Welfare Support and Student Discipline
- Development and maintenance of all appropriate procedures, terms and conditions pertaining to student welfare (e.g. Health & Safety, Fire Safety)
- Price setting for the student resident element of the contract.
- Collection of all monies due from Students.
- Disbursement of commission due.
- Buildings and other legislative insurance

5. Further Conditions

Any errors or omissions from the Invitation to Tender in terms of price, quantity offered, or other relevant information shall be the responsibility of the Bidder. The Issuer will not in any circumstances accept requests to amend any item on the Invitation to Tender once the closing date has elapsed.

To assist in the evaluation process, Perth College UHI may ask Bidders for clarification of their bids, e.g. specific questions in relation to the proposed solution.

6. Qualification

The contractor must ensure appropriate personnel are on site at all times throughout the duration of this contract. Perth College UHI accepts no responsibility for contractors' operatives on site.

It is expected that the personnel allocated to service this contract will be appropriately qualified to industry standard level. (e.g. Health and Safety, Mental Health, Safeguarding, Customer Service)

As this post involves regulated work with children and vulnerable adults, all personnel allocated to service this contract will be subject to a Protecting Vulnerable Groups (PVG) Scheme check.

7. Fair Work Practices

The Public Sector in Scotland is committed to the delivery of high quality public services, and recognises that this is critically dependent on a workforce that is well rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. These factors are also important for workforce recruitment and retention, and thus continuity of service. Public Bodies in Scotland are adopting fair work practices, which include: a fair and equal pay policy that includes a commitment to supporting the Living Wage, including, for example being a Living Wage Accredited Employer; clear managerial responsibility to nurture talent and help individuals fulfil their potential, including for example, a strong commitment to Modern Apprenticeships and the development of Scotland's young workforce; promoting equality of opportunity and developing a workforce which reflects the population of Scotland in terms of characteristics such as age, gender, religion or belief, race, sexual orientation and disability; support for learning and development; stability of employment and hours of work, and avoiding exploitative employment practices, including for example no inappropriate use of zero hours contracts; flexible working (including for example practices such as flexi-time and career breaks) and support for family friendly working and wider work life balance; support progressive workforce engagement, for example Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice. Perth College UHI is an accredited Living Wage Employer (<http://scottishlivingwage.org>). Any contractor appointed to this contract must commit to paying staff allocated to service this contract the living wage, as published in November annually.

8. Health and Safety

The Supplier shall ensure that its employees, subcontractors and agents at all times carry out all parts of the Service expeditiously and in strict compliance with relevant legislation and with College Health and Safety policies and guidance. Copies of such policies are available for the Supplier's information online at:

<http://www.perth.uhi.ac.uk/aboutus/policyprocedure/Pages/default.aspx>

9. Damage

Any damage to college property or buildings must be notified immediately to the Head of Estates. Damage reports must be made verbally within one hour (during College opening hours) and in writing within 24 hours of the incident. A relevant list of contacts will be provided by the college.

10. Security and Access

The Supplier's staff must carry official identification documents issued by the Supplier at all times when on site. Identification documents must be shown to College staff on request. The College reserves the right to deny access to or remove immediately from the College's site any such found not to be carrying the appropriate identification.

All College site security arrangements shall be adhered to at all times by the Supplier.

11. Invoicing

For the contractor fees pertaining to the period where students are being supported, the contractor will submit a monthly invoice for the relevant and agreed fixed and variable charges.

For income relating to commercial lets, it is anticipated that Perth College UHI will pay agreed commissions and fees on a monthly basis, one month in arrears.

The Supplier shall be expected to detail all charges and taxes on all invoices.

All invoices submitted by the Supplier must be detailed to show complete a breakdown of all charges and shall show separately, where applicable, Value Added Tax as a strictly net extra charge.

12. Supplier's Default or Insolvency

If the Supplier becomes insolvent or (being a company) makes an arrangement with its creditors or has a receiver appointed or commences to be wound up (other than for the purposes of amalgamation or reconstruction) or comes under a different third party's control as to that which was in existence at the time the Agreement commenced, the College may, without prejudice to any other of its rights, terminate the Agreement forthwith or at any later date by notice to the Supplier or any person in whom the Agreement may have become vested.

13. Assignment and Sub-Contracting

The Agreement shall not be assigned by the Supplier nor shall the Service be sub-contracted as a whole.

No part of this service can be sub-contracted, with the exception of the deep clean following students' departure in June each year.

14. Force Majeure

Force Majeure shall mean any cause affecting the performance by a party of its obligations arising from acts, events, omissions, happenings and non-happenings beyond its reasonable control including (but without limiting the generality thereof) governmental regulations, fire, flood, or any disaster or an industrial dispute affecting a third party for which a substitute third party is not reasonably available. In the case of the Agent such causes will only be considered Force Majeure if it not attributable to the wilful act, neglect or failure to take reasonable precautions of the Agent, its agents or employees.

15. Governing Law

The Agreement shall be considered as a contract made in Scotland, governed by and construed in accordance with Scots Law and subject to the exclusive jurisdiction of the Scottish Courts to which both parties hereby submit.

16. Level of Contract Management

The Authority has developed a standard approach to contract and supplier management. It is intended that implementation and use of a standardised approach will assist in streamlining processes, improve risk and opportunity awareness and management, improve supplier relationship management and increase contract compliance.

There are three levels of contract management being Routine, Managed and Strategic. The Authority has identified that the level of contract management for this Contract will be Strategic.

A Strategic contract management approach means that the Contractor will:

- Supply all the requested management and performance information in the requested formats and timeline, unless otherwise agreed in advance with the Authority's Procurement Manager.
- Attend each contract review meeting with the Authority as requested by the Procurement Manager (minimum of two per year unless determined otherwise by the Procurement Manager).
- Support the Procurement Manager in early identification of risks and/or opportunities associated with the delivery of the agreement
- Meet defined Key Performance Indicators (KPI's) and Service Levels (optional) as set out in the ITT.
- Work proactively with the procurement manager to ensure contract compliance and maximise contract uptake

17. Key Performance Indicators

The Contract will be monitored against Key Performance Indicators summarised below and specified in detail in the table below. The Contractor shall provide KPI information to the Authority's nominated contact every 6 months and in the format agreed at the contract implementation meeting.

This list may be further developed throughout the lifetime of the Contract as demand evolves in consultation with the Contractor and User Intelligence Group.

The KPI's in Table 1 below will be reported by the Contractor per Institution for the reporting period and submitted to the Authority's Contract Manager 10 working days after the end of each reporting period.

Performance against all targets will be monitored by the Authority and will be taken into consideration regarding the extension of the appointment to the Contract beyond the original term of three years.

Table 1:

KPI Number	Objective	Performance Indicator	Unit of measurement	Required standard	Measured by
1	Health & Safety	Instances of contravention of Health and Safety regulations or accidents notified	Health and safety breaches or accidents per month	0 breaches that have not been remedied	Health & Safety reports
2	Reporting	Submission of complete and accurate MI report to Member Institution at least five days before contract review meeting	Failures (inaccuracies or late submission)	0 failures	Monthly reports
3	Invoicing	All invoices detailed accurate and promptly submitted	Failures (inaccuracies or late submission) per month	0 failures	Audit of invoices
4	Client Returns (Financial)	Financial Returns to Client provided in full and on time	Failures (inaccuracies or late submission) per month	0 failures	Customer Monitoring
5	Stability of workforce	Turnover of staff and supervisors	Against the national average for sector/geography	Below the national average of staff turnover in the sector	Staff turnover on contract
6	Staff training	Training of staff on contract	% of staff receiving adequate training	All staff to receive training in at least one area of work per annum	Staff training schedules
7	Occupancy Levels	Number of available rooms booked	% of rooms booked	Minimum Occupancy level of 50% at minimum base rate of £25 per single room per night.	Number of rooms booked per month/number of rooms available

18. Pricing Information

All Charges in the Commercial submissions (see Appendix F) must be shown in Pounds Sterling and entered exclusive of VAT. The Contractors must be paid in Pounds Sterling.

The Contractor must submit their Commercial Questionnaire per lot to the Commercial Envelope in PCS-T.

The Pricing Schedule will be broken down as follows:

Student Residencies Facilities Management:

- Labour Costs
- Management Fee
- Deep Cleaning Charges
- Cleaning Products

Commercial Lettings:

- Occupancy Level
- Min nightly charge
- Booking System Software
- Flat Kit required Including crockery, cutlery, pots and pans
- Linen Costs
- Deep Cleaning
- Labour Costs – if different to requirement for Student Residencies Facilities Management

19. Variation in Charges

The Contractor should note that an automatic price increase in line with CPI, RPI or any other indices other than that declared and agreed for will not be apply or be accepted for this Contract.

16.1 Prices must be fixed (i.e. not subject to variation) for a period of 36 months from the commencement date of the contract. And any extension periods are capped at 5% or CPI (whichever is lower) for each 12 month extension

Charges may vary up or down on each anniversary of the Contract subject to:

- The Contractor justifying, to the Authority's satisfaction, any request for an increase in market terms, or the Authority demonstrating that the factors driving the changes have decreased. The level of upwards variation in any given year will not exceed average market movements to be proven with documentary evidence, including the provision of relevant invoices where appropriate, and
- Such justification having been provided in writing to the other party not less than 6 weeks prior to the anniversary of the Contracts Commencement Date.

SECTION 3 - TENDER QUESTIONS AND EVALUATION CRITERIA

1. Introduction

- 1.1. The Authority is using the PCS-Tender e Tendering platform for this procurement exercise. The ITT is only available in electronic form through this system and all responses MUST be submitted electronically through PCS-Tender prior to the Tender Response deadline date. No hard copies or other means will be accepted.
- 1.2. The ITT Tender Response comprises of the Qualification Questionnaire, Technical Questionnaire and Commercial Questionnaire. All relevant sections within these questionnaires must be completed as requested.
- 1.3. The following sections in this Schedule detail the minimum mandatory requirements, the technical questions for evaluation and the Pricing Schedule. The questions below follow the same sequence as PCS-T to assist in Tender Response completion.

Qualification Questionnaire [ESPD]= Minimum Standards

Please complete the following questions in Qualification Questionnaire:

Part II: Information concerning the bidder

A: Information about the bidder

B: Information about representatives of the bidder

C: Information about reliance on the capacities of other entities

D: Information concerning subcontractors on whose capacity the bidder does not rely

Information in Part II must be completed but is for information only.

Part III: Exclusion grounds

A: Grounds relating to criminal convictions

B: Grounds relating to the payment of taxes or social security contributions

C: Blacklisting

D: Grounds relating to insolvency, conflicts of interests or professional misconduct

Part IV: Selection criteria

B: Economic and financial standing

Please refer to question within 4B.5 of the ESPD and Economic and financial standing section of the Contract Notice

Bidders must confirm they can provide the following supporting evidence prior to award:

- Employer's (Compulsory) Liability Insurance* = £5 Million
- Product Liability Insurance = £5 Million
- Public Liability Insurance = £5 Million

Please refer to question within 4B.6 of the ESPD and Economic and financial standing section of the Contract Notice

The following evidence is requested prior to award in order to conduct analysis of the organisation’s financial standing.

The successful Contractor must provide the following to demonstrate suitable financial standing:

2 years audited accounts, or equivalent if awarded the contract

Alternatively, if you are unable to provide the required accounting information – e.g. a new business without the required accounts, please provide a banker’s letter demonstrating their willingness to support your organisation over the term of the Contract.

Please refer to PCS Contract Notice: ECONOMIC AND FINANCIAL STANDING

Information provided for Part III and IV will be assessed on a Pass/Fail basis, where:

Pass= meets requirements as stated in Contract Notice

Fail=does not meet requirements as stated in Contract Notice

Technical Questionnaire

1. Contract Delivery – 15%

Please provide details outlining your approach to this contract. Your response should include:

- TUPE
- Mobilisation, staffing and management Plan
Proposal for Summer Bookings detailing your Marketing and Communication plan for ensuring you meet the minimum occupancy levels and how you will maximise bookings.

You may wish to use recent examples of Contracts of a similar value and/or risk profile to support your response

This question will be evaluated and scored using the scoring methodology below.

Scoring Methodology

Good	3	The response fully meets the requirement and demonstrates Tenderer’s relevant ability, understanding, experience, skills, resource & quality measures required to supply the services required. The response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	2	The response addresses most of the key points in detail OR the Tenderer has provided all the key points but lacks detail in answering the question fully. The response provides confidence that the supplier is capable of supplying the required equipment/service to the satisfactory level.
Minor Concerns	1	Satisfies the requirement with minor reservations. Considerable reservations of the Tenderer’s relevant ability, understanding, experience, skills, resource & quality measures

		required to supply the goods / services, with little or no evidence to support the response.
Major Concerns	0	The Tenderer has failed to address the question, submitted a nil response or any element of the response gives cause for major concern.

2. Challenges and Risks – 10%

Please detail the potential challenges and any risks you have identified in this contract relating to the Facilities Management of Student Residencies and Commercial Lettings.

Please provide details of your risk assessment process and how you ensure risks are managed effectively and the contingency plans you will have in place.

Please also detail how you will measure continuous improvements throughout the life of the contract.

Your response can include addressing of the following key risks:

- Student Experience
- Damage to property
- On site incidents
- Criminal Activity
- Major Incidents
- Occupancy Rates
- Customer Experience
- Public Protection
- Incident Loss
- Customer Complaints

This question will be evaluated and scored using the scoring methodology below.

Scoring Methodology

Good	3	The response fully meets the requirement and demonstrates Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to supply the services required. The response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	2	The response addresses most of the key points in detail OR the Tenderer has provided all the key points but lacks detail in answering the question fully. The response provides confidence that the supplier is capable of supplying the required equipment/service to the satisfactory level.
Minor Concerns	1	Satisfies the requirement with minor reservations. Considerable reservations of the Tenderer's relevant ability, understanding, experience, skills, resource & quality measures

		required to supply the goods / services, with little or no evidence to support the response.
Major Concerns	0	The Tenderer has failed to address the question, submitted a nil response or any element of the response gives cause for major concern.

3. **Qualifications and Expertise – 10%**

Please provide details of the onsite/offsite and management provision who will be responsible for the undertaking and delivery of the contract, at Perth College UHI. Where a position is yet to be appointed please include a job description detailing key responsibilities and skills required.

Please provide details of the level of staff and expertise that will be assigned to this contract and how you will manage resource capacity, and contingency plan for staff illness and staff who would the qualifications your staff will have to support the requirements of the college.

This question will be evaluated and scored using the scoring methodology below.

Scoring Methodology

Good	3	The response fully meets the requirement and demonstrates Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to supply the services required. The response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	2	The response addresses most of the key points in detail OR the Tenderer has provided all the key points but lacks detail in answering the question fully. The response provides confidence that the supplier is capable of supplying the required equipment/service to the satisfactory level.
Minor Concerns	1	Satisfies the requirement with minor reservations. Considerable reservations of the Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to supply the goods / services, with little or no evidence to support the response.
Major Concerns	0	The Tenderer has failed to address the question, submitted a nil response or any element of the response gives cause for major concern.

4. **Training and Development of Staff – 10%**

Please detail how you will ensure that your employees (and any temporary or agency staff) engaged at Perth College UHI are appropriately selected, trained and skilled to undertake the scope of work identified and are kept up to date with legislative requirements and best practice.

Your response should include details of all statutory and development training and how and when this will be delivered at the College.

Please also include details of how employees' skills and performance will be assessed at the recruitment stage and on-going and how they will be effectively developed. As per section Schedule 2, point 4. Please detail how you will ensure all staff are trained in the mandatory training within 6 months of the contract start date.

This question will be evaluated and scored using the scoring methodology below.

Scoring Methodology

Good	3	The response fully meets the requirement and demonstrates Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to supply the services required. The response identifies factors that will offer potential added value, with evidence to support the response.
Acceptable	2	The response addresses most of the key points in detail OR the Tenderer has provided all the key points but lacks detail in answering the question fully. The response provides confidence that the supplier is capable of supplying the required equipment/service to the satisfactory level.
Minor Concerns	1	Satisfies the requirement with minor reservations. Considerable reservations of the Tenderer's relevant ability, understanding, experience, skills, resource & quality measures required to supply the goods / services, with little or no evidence to support the response.
Major Concerns	0	The Tenderer has failed to address the question, submitted a nil response or any element of the response gives cause for major concern.

5. Fair Work Practices – 5%

With reference to the Fair Work Practices section within the Scope of Requirements, please detail the package of Fair Work initiatives that will be offered to your employees working on this contract throughout the life of the contract.

The College strongly encourages our Service Providers to pay their own employees the Living Wage. Please confirm within your response if your employees working on this contract will be paid the minimum of the Living Wage.

This question will be evaluated and scored using the scoring methodology below.

Scoring Methodology

Good	3	Response demonstrates that the Tenderer has a strong understanding of the fair work practice aspects relating to the
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		services to be provided under the Contract. The response provides full confidence that the requirements can be met.
Acceptable	2	Response demonstrates that the Tenderer understands the fair work practice implications in relation to the services to be provided under the Contract. The response, however, lacked details in one or more areas. The response provides confidence that the requirements can be met.
Minor Concerns	1	Tender response indicates that the Tenderer does not have a formal approach to providing fair work practice in the provision of the service. The response provides some concerns that the requirements of the Contract can be met.
Major Concerns	0	Lack of information provided in the tender response indicates that the Tenderer has no fair work practice initiatives delivered to its staff. The response provides major concerns that the requirements of the contract can be met.

6. Form of Tender

Please complete “**Appendix A – Form of Tender**” if applicable in the Technical Questionnaire in PCS-Tender.

This information should only be submitted if applicable. It is for information only and will not be scored.

7. Freedom of Information

Please complete “**Appendix B – Freedom of Information**” if applicable in the Technical Questionnaire in PCS-Tender.

This information should only be submitted if applicable. It is for information only and will not be scored.

8. Supply Chain Code of Conduct

Please complete “**Appendix E – Supply Chain Code of Conduct**” in the Technical Questionnaire in PCS-Tender.

Tenderers are encouraged to complete the Supply Chain Code of Conduct. It is for information only and will not be scored.

Commercial Questionnaire

Scoring Methodology

The pricing submission will be scored on the following basis:

Example:

Pricing must be submitted with the appropriate naming convention including reference to the pricing schedule and the contractor name.

Maximum Score for this part is 50% which is calculated by the total price for each of the elements listed below:

- Student Residencies Facilities Management
- Commercial Letting

The lowest total price (i.e. sum of all elements within the service model) will receive the full marks with the remaining Tenderers being scored on a pro-rata basis.

Where no cost information is given the average cost based on all other tenders received for that price field within that lot will be entered and used in the commercial evaluation.

If three responses are received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £58,000 and Bidder C has quoted £69,000 then the calculation will be as follows:

$$\text{Bid A Score} = \frac{\pounds 50,000}{\pounds 50,000} \times 50 \text{ (Maximum available marks)} = 50\%$$

$$\text{Bid B Score} = \frac{\pounds 50,000}{\pounds 58,000} \times 50 \text{ (Maximum available marks)} = 43.10\%$$

$$\text{Bid C Score} = \frac{\pounds 50,000}{\pounds 69,000} \times 50 \text{ (Maximum available marks)} = 36.23\%$$

Perth College UHI

Paper No. 12

Committee	F&GP Committee
Subject	Insurances Contract Tender
Date of Committee meeting	27/05/2020
Author	UHI Procurement Manager
Date paper prepared	18/05/2020
Executive summary of the paper	<p>Background information on Invitation to Tender and Contracts Strategy documents related to Perth College UHI Insurances Contract.</p> <p>Please note that the Invitation to Tender document remains in DRAFT format.</p>
Consultation How has consultation with partners been carried out?	<p>Consultation has been undertaken with a wide range of key stakeholders, as outlined within the documentation</p>
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)	<p>Yes – on approval of Tender</p>
Risk implications (If yes, please provide details)	<p>Yes – compliance with process will mitigate against current risks.</p> <p>Click or tap here to enter text.</p>
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance 	<p>Click or tap here to enter text.</p>

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>	No
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	No Click or tap here to enter text.
<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"/>
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"/>

Perth College UHI

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



Mini-Competition for

Non-life Insurance

To be supplied to Perth College UHI

REF: CS-PC-13533

Project	Non-life Insurance
Publication of Mini-Comp	3rd April 2020
Issuer	Deirdre Mathew Supply Chain Manager
Ref	CS-PC-13533
Bid return date	8 th May 2020

The following words and expressions used within this Mini-Competition shall have the following meanings (to be interpreted in the singular or plural as context requires):

Term	Meaning
“College”	Means Perth College UHI.
“Conditions of Tender”	means the Terms and Conditions set out in this Mini-Competition relating to the submission of the Tender.
“Contract”	means the Contract to be entered into by the Institution and the Contractor following any award under the procurement exercise.
“Contractor”	means the successful Tenderer who will be party to the Contract responsible for supplying the goods and associated services
“Mini-Competition” or “Mini-Comp”	means this Mini-Competition document and all related documents published by the College and made available to Tenderers
“Regulations”	means The Public Contracts (Scotland) Regulations 2015
“Tender Response(s)”, “Bid” or “Mini-Competition Response”	means a Tenderer’s formal response to this Mini-Competition
“Tenderers”	means the organisations responding to this Mini-Competition

Perth College UHI
Crieff Road
Perth
PH1 2NX

Dear Contractor

MINI-COMPETITION FOR THE PROVISION OF NON-LIFE INSURANCE FOR PERTH COLLEGE UHI

REF: CS-PC-13533

As a provider under Framework Ref: INS1002 for Non-Life Insurance Services you are invited to quote for the above requirement for Perth College UHI.

Your bid must be submitted in accordance with this Mini-Competition Letter, attached Schedules and Annexes, all of which shall be deemed to form and read to be construed as part of this Mini-Competition.

Bids must be submitted via The Public Contracts Scotland Quick Quote portal www.publiccontractsscotland.gov.uk by **16:00 on 8th May 2020**. Correspondence connected with the bid that requires attention before the deadline should be submitted online via the Quick Quote mailbox facility.

It is the responsibility of all tenderers to ensure that their bid is submitted no later than the deadline. Bids received after that time may not be considered.

Perth College UHI is not bound to accept the lowest or any bid. It reserves the right to cancel or suspend this procurement procedure at any time and may award the contract in part if deemed appropriate.

The main point of contact for this exercise is Deidre Mathew (Deidre.Mathew.perth@uhi.ac.uk).

Yours sincerely,

Deidre Mathew
Supply Chain Manager
Perth College UHI

OVERVIEW OF REQUIREMENTS

Intent

Perth College UHI is seeking to enter into an agreement with a provider for the Provision of Non-life Insurance Services.

Period of Contract

This contract term is for a period of 3 years with the option to extend for 2 further 12-month periods, subject to ongoing requirement and contractor performance.

Procurement Timeframe

The intended timeframe from this procurement is as follows:

Tender Issued	3rd April 2020
Last date for Supplier Questions	16:00 4 th May 2020
Perth College Question Responses	16:00 6 th May 2020
Tender Return	16:00 8 th May 2020
Evaluation	11 th to 29 ^h May 2020
Clarifications Interview	20 th & 21 st May
Award	15 th June 2020
Implementation Meeting	TBC - July 2020
Contract Start	1st August 2020

Please note questions pertaining to the mini-competition documentation or information required further to the information discussed at the risk audit meetings must be raised via the **PCS mailbox** facility in line with the above timeline. Questions and answers will be made available to all suppliers.

Clarification interview

Perth College UHI may require to hold a clarification interview based on your submission, these will be carried out by video conferencing and the date will be confirmed post tender return. These will take place 20th & 21st May 2020, if required you will be notified of your time slot by the 18th May 2020.

STATEMENT OF REQUIREMENTS

Background

Perth College UHI is looking to secure a single supplier to provide Non-Life Insurance Services.

Scope

The requirement is detailed in the Engagement Pro-forma Appendix 23 and Pricing Schedule Appendix 24.

It is not the intention to pursue a requirement for Cyber Insurance therefore this will not be included in the scope of this procurement.

It is acknowledged the main elements of capability have been addressed at Framework level and therefore do not require to be readdressed. Through this mini competition the Perth College UHI wish to address the key aspects of the commodity important to them in their day to day operation.

In general suppliers will be required to make available and provide the following as requested by the college:

- Underwriting information i.e. values at risk, turnover, payroll etc.
- An annual Summary of Insurance, to include but not be limited to cover details, highlighted restrictions or subjectivities to the cover, any deviation from the Cover Specification and a summary of premiums payable for each policy.
- A report of claims paid and outstanding including supporting commentary.

Claims Handling

Perth College UHI require a straightforward and user friendly claims handling process.

As a minimum, the institution requires:

- A dedicated claims handler assigned responsibility for each claim until resolution.
- A support team of sufficient numbers, experience and expertise to provide and maintain an effective and efficient service for the Institution.
- A 24-hour emergency service with fully managed and monitored telephone numbers.

Value Added Services

Perth College UHI requires to be advised on insurance and risk issues as standard including but not limited to; growing areas of risk and recommendations for their reduction, forthcoming changes in the insurance market which may affect the College, as they occur. The contract requires suppliers to demonstrate innovative approaches to risk management.

The College is interested to explore how suppliers are able to work with them to appropriately manage and where possible reduce their risk profile.

Duration

The College are looking to secure an initial 3 year term with the option for 2 further 12-month periods subject to ongoing requirement and supplier performance.

The contract start date from which cover will commence will be 00:00 hours 01 August 2020.

Contract Management

This is a high risk and high value procurement with critical implications for the College. Contract management is an essential aspect which will be managed by each individual institution.

A mandatory collaborative face to face contract implementation meeting will be scheduled to take place following contract award and prior to 1 August 2020 to allow the appointed supplier and Perth College UHI to ensure all aspects of the Partner contracts are clearly set out from the outset.

The implementation will cover as a minimum:

- Pre-start requirements from Institutions and the Supplier
- Purchase Orders, Invoice and Payments
- Roles and Responsibilities
- Plan and timeline for institutional reduction and management of risk
- Claims Process and Management
- Annual Review Process
- Contract Exit Strategy and Data Transfer
- Institution/Supplier Q&A

Where institutions have a specific need(s) that require more in-depth discussion these will require to be detailed in a further individual meeting with the successful supplier.

TERMS AND CONDITIONS

The Terms and Conditions of the APUC Framework Ref: INS1002 for Insurance Services will apply.

TENDER EVALUATION

Award Criteria	Weighting	Sub-Criteria	Sub-Criteria Weighting
Technical	35%	Service Offering	12.5%
		Claims Handling	6.25%
		Underwriting Services	6.25%
		Quality Assurance	5%
		Value Added Services	5%
Commercial	65%	Total Cost of Service	65%
			100%

The total Cost of Service will be calculated as follows:

- The total cost of initial contract term including all required premiums, Insurance Premium Tax and where applicable insurer fees

- An applicable VAT percentage and figure must be noted but this will not be included for purposes of the evaluation
- Pricing is on a fixed price basis for a 3-year period. Thereafter, any price increases will be capped at 5% or CPI, whichever is lower. All price increases must be supported by evidence.

The extension periods will be available at a capped increase of 5% or the market rate, whichever is the lower.

No Travel or subsistence will be payable under this contract.

(LOWEST bid received/YOUR bid) x 65 (Total maximum potential score of 65)

Example provided for:

Bid A (£95,000/£95,000) x 65 = 65%
 Bid B (£95,000/£125,000) x 65 = 49%
 Bid C (£95,000/£135,000) x 65 = 46%

PRICING SCHEDULE

Please complete and return the commercial pricing schedule – ‘Appendix 24 – Pricing Schedule’.

All costs must be included in the schedule in line with the National Framework, any costs not included here will be absorbed by the supplier and not be recharged to the College.

TECHNICAL SCHEDULE

Please complete and return the technical schedule – Appendix 25 “Technical Questions”, as a separate individual Microsoft Word document before the tender deadline. Only one technical schedule should be returned, it should be completed with information relevant to all participating institutions. If information in a response is specific to a particular institution this must be made clear.

NB: No additional or embedded documentation will be accepted; all relevant information must be included within responses to the questions in Appendix 25.

APPENDIXES

Appendix Number	Name
Appendix 1	PC Properties Mar 2020
Appendix 2	PC Engineering Plant List
Appendix 3	AST Contract 1
Appendix 4	AST Contract 2
Appendix 5	AST Contract 3
Appendix 6	PC Claims Experience Combined
Appendix 7	PC Claims Experience Others
Appendix 8	PC CoSHH Policy
Appendix 9	PC Electrical Safety Policy
Appendix 10	PC Asbestos Policy
Appendix 11	PC Control of Vibration at Work Policy
Appendix 12	PC Managing Contract on Site Policy

Appendix 13	PC Fraud Prevention Policy
Appendix 14	PC H&S Manual
Appendix 15	PC H&S Policy
Appendix 16	PC Travel Pattern 2018-2019
Appendix 17	PC Water Management Policy
Appendix 18	PC Motor Claims Experience 2015 - 2017
Appendix 19	PC Safe Limits March 2020
Appendix 20	PC Motor Vehicles
Appendix 21	PC Motor Trade Declaration Mar 2020
Appendix 22	PC Specialist Machinery
Appendix 23	Engagement Pro-forma Perth College – UHI
Appendix 24	Pricing Schedule
Appendix 25	Technical Questions
Appendix 26	Form of Tender

FORM OF TENDER

Please complete and return Appendix 26 - Form of Tender as a separate individual Microsoft Word or PDF document.



Form of
Tender.docx

CHECKLIST

Your completed tender should be uploaded to the PCS Quick Quote facility prior to 16:00 hours 8th May 2020. Please allow sufficient time to upload and submit your tender response.

All documents should be titled:

Company Name – Document Name

All documents should be uploaded as separate individual documents in the relevant format as detailed below and throughout this mini-competition document.

The documents you are required to return before the tender deadline are as follows;

Appendix 24 - Pricing Schedule – In Microsoft Excel format

Appendix 25 - Technical Questions – In Microsoft Word format

Appendix 26 - Form of Tender – In Microsoft Word OR PDF format

Perth College UHI

Paper 13

Committee	Finance & General Purposes Committee
Subject	HR Update
Date of Committee meeting	27/05/2020
Author	Katy Lees, Head of HR & Organisational Development
Date paper prepared	19/05/2020
Executive summary of the paper	Update on key HR issues for the period to 19/05/2020
Consultation How has consultation with partners been carried out?	N/A
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)	No
Risk implications (If yes, please provide details)	
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please 	

Perth College UHI

provide further information	
<u>Equality and diversity</u> Yes/ No If yes, please give details:	Yes, reference to mainstreaming requirements
Island communities 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)?	No
<u>Data Protection</u> Does this activity/ proposal require a Data Protection Impact Assessment?	No
Status (e.g. confidential/non confidential)	Non-Confidential
Freedom of information Can this paper be included in "open" business?*	Open Business

* 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:

Perth College UHI

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

and

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

F&GP Committee HR&OD Update

Prepared by: Katy Lees, Head of HR & Organisational Development

Date: 19 May 2020

Team Structure

Since the last update one HR & OD Business partner who was on maternity leave has chosen not to return to work, and another who was on a fixed term contract has secured a permanent role elsewhere and has left the College. This has allowed for a period of review of the structure and we are currently advertising for a third HR Assistant and a new role of HR Advisor (Data and Reporting). It is anticipated that these changes will ensure that the department is able to deliver the administrative elements of the role in the timescales expected, provide more management information to managers and the SMT and also move forward with the developments for the HR system and other platforms that have not been progressed previously. The role of HR Assistant has closed and over 250 applications have been received. The HR Advisor role is currently advertised with a closing date of next week.

National Job Evaluation Scheme

The College is currently having its roles analysed by the National Job evaluation team analysts. To date the queries come from this team to HR have been manageable. No results are expected until all Colleges have been evaluated

UNISON consultations

Consultation 1: The proposal put forward by management on changes within the Student Experience team following the departure of the Student Support Manager and the Team Leader Student Support and Counsellor are progressing. This sees a number of changes of line management within this department, and looks to ensure a more effective experience for the students. Individual consultation are about to start, with a staged implementation depending on the change.

Consultation 2: Consultations have concluded with UNISON about the use of the UK government furlough scheme with the signing of a Memorandum of Understanding on the matter. This was initially implemented for ASW staff and 29 staff have been furloughed within April, May and June. We are now considering how this can be applied further within the College. We are awaiting the final details of the changes the government is proposing to make to the furlough scheme from August before a decision is made whether to extend the furlough beyond July as there is an expectation that this will cost the College more and it may not be financially advantageous for the College to continue with this for non-salaried staff.

Consultation 3: Consultations are commencing on incorrect implementation of pay protection in 2018. This is currently affecting 11 members of staff within the Nursery.

EIS consultations

Consultation 1: Discussions have commenced about the potential use of the UK government furlough scheme within the academic cohort. These discussions have just commenced.

Permanisation

The process of identification of which staff are coming into scope for Permanisation is nearly complete. This is currently focusing on Academic staff as they have been subject to the potential for permanisation since April 2019. Support staff will be considered next as they come into scope in November 2020. The College is looking to ensure that we do not walk

into permanisation where-ever possible as this would have an unmanageable consequence on the staff budget.

Procurement

There has been significant communication between the Head of HR and the new Procurement Manager to look at contracts that are due to end and also to ensure compliance of procurement requirements. These include a review of our current childcare voucher provision to outline why it is out of scope for tender purposes and the extension of others (in line with procurement strategies) for a period of 1 year to allow for appropriate tenders to be prepared. These include our Reward Gateway and our Occupational Health provision.

Multi-post functionality in the Payroll system

Work has been progressing for a number of months to implement multi-post functionality within the payroll system (Payrite), this requires changes within the HR system (CIPHR), and also changes in the paylink which if the download from CIPHR to Payrite. Initial testing took place in May based on April's pay data to confirm whether this was feasible and there are plans for this to take place from June 2020 with significant changes to be put in place prior to this. This will resolve any National Insurance and tax issues moving forward as staff will have only 1 payroll record (whilst maintaining multiple job records in CIPHR).

Internal Audit

Work continues to complete the actions required from previous Internal Audits, and there has been significant progress in the areas of Equality and Diversity. A new Health and Safety Audit is currently underway with initial feedback expected shortly.

Equality and Diversity

The Colleges Mainstreaming report was published by the end of March 2020 as set out in the Equality and Diversity Internal Audit. This means that the College is currently up to date with Statutory E&D requirements and a new area on the website was created to host all of the relevant E&D documents. The next was completion of the IGAP report which was due to be published by the end of July 2020, however this deadline has been pushed back due to COVID-19 with no new timelines at the current time. UHI is looking to create a UHI wide summary report and then each academic partner will need to then add their local data.

COVID-19

The current working experience of working from home is having an impact on staff well-being and the College is continually looking at ways to support staff. The College has subscribed to the Big White Wall initiative and has reminded all staff of the available support mechanisms through Rowan Counselling. Line managers continue to have constructive conversations with staff to provide the level of support required.

A number of staff have identified that they have caring responsibilities and so are not working during this time and one member of staff has been formally mobilised for a period of three months as he is a member of the United Kingdom's Reserve Force.

The SMT are providing a weekly update to staff and this includes a number of apps or services that are available to staff.

There have been 2 sets of NJNC guidance related to COVID-19, one in relation to staff pay during the Coronavirus situation which the College has adhered too and the other on Annual leave which has not required to the College to make any adjustments from normal practice of carry forward of leave, despite the change in legislation. The College has confirmed to staff that only the 1 week can be carried forward into the next leave year which is our normal practice.

Health, Safety and Wellbeing

Sickness Absence Statistics

Please find below college sickness absence information for the academic year 2019/20

CIPHR	2018/2019 (full year)		2019/2020 (year to date 01/08/19 – 30/04/20)	
	Total Sick Days	Average Sick Days per Head	Expected if trend follows 18/19*	Actual Total Sick Days
Management	15	0.6	10	15
Support	1908	5.9	1272	2653.5
Academic	1011	4.5	674	836
Total	2934	5.19	1956	3504.5

For March 2020 when reviewing the split between short term and long-term sickness absence there are more support staff on long term sickness than short term, this is a change from previous months where academic staff had the dominance. New long-term sickness absence cases are not due to work related stress.

In March 2020 we had 7 members of staff off long term with stress/mental health issues and 6 other members of staff off long term for various reasons. At the time of writing this report this number of staff on long term sickness absence (13), had reduced to 8.

The Health and Safety Committee is looking to create a short life working group which will have a focus on Stress.

The amount of short term and long-term absence for Support staff has significantly increased since December 2019. In March 2020 over half of the short-term absences were due to cold/flu/fever, whereas new long-term sickness absence was attributed to fractures and Coronavirus related.

	Cumulative (Aug – Mar 2020)	Cumulative (Aug – Mar 2020)
	Short Term - Total Sick Days	Long Term - Total Sick Days
Management	15	0
Support	1576.5	1077
Academic	323	513
Total	1914.5	1590

As highlighted in the last report our cumulative sickness absence levels are more in line with those seen in 2017/18 and this trend is expected to continue for the rest of this academic year.

To note absence due to COVID-19 is treated as special leave and not offset against an employee's sickness entitlement (agreed as part of National Bargaining), however the sickness absence due to COVID-19 have been included here as sickness absence figures. The College has 1 members of staff who is off sick due to COVID-19, however this is based on self-declarations and medical notifications are not required for the first 2 weeks.

Organisational Development

Staff were asked to complete a number of mandatory trainings and completion rates are as set out below. Numbers are improving but work still needs to be done to improve these

rates and line managers have been tasked to support their staff to achieve this, however timing is challenging with the additional burden put on teaching staff to deliver from home.

This data excludes AST staff and Board of Management members but includes staff who are on long term sickness and also new starters who must complete their training during their probationary period. My expectation is that completion rates for each programme be at least 90%.

Course name	Completed at			
	29/01/20	25/02/20	29/04/20	18/05/20
Bribery Act v.1	28%	58%	68%	78%
Bullying and Harassment Part 1 v.1	20%	53%	64%	74%
Bullying and Harassment Part 2 v.1				96%
Data Protection (GDPR) v.1	32%	61%	71%	80%
Diversity in the Workplace v.1	18%	51%	62%	72%
Health and Safety Part 1 v.1	17%	43%	55%	65%
Health and Safety Part 2 v.1	18%	50%	62%	72%
Safeguarding in FE Colleges v.1	21%	52%	64%	74%
Stress Management for All Staff v.1	23%	53%	64%	74%

In addition, a number of additional programmes and support mechanisms have been opened up to staff to support who are delivering online learnings including using programmes such as Bongo (within Brightspace) and this work has been developed by the Learning and Teaching team.

All staff also have been given the opportunity to access free training on Microsoft Office products

- Microsoft Office Specialist Outlook
- Microsoft Office Specialist Powerpoint
- Microsoft Office Specialist Word
- Microsoft Office Specialist Excel
- Microsoft Office Specialist Access

Turnover

The crude turnover rate for the College from August 2019 – end of May 2020 was 19%. This is an increase from that seen between August 2019 and January 2020 (11%) and is higher than that seen in 18/19 (15.4%).

However, as highlighted in the previous report there is currently underway a review of hourly paid staff who may not have worked for us for a number of years but remain on the system, the process of removal of these records is ongoing and will continue until the end of this academic year. This has the potential to have a significant increase in the turnover rate for 19/20. In addition, a leaver includes staff who are leaving a secondary role but remains employed within the College and therefore is not a true leaver.

There has been an initial review to remove these 'leavers' from secondary posts and this now gives a turnover figure of 16.9%.

It is anticipated that the final data for 19/20 will have these 'leavers' from second posts removed, but will still include both voluntary and involuntary leavers. However, it is still expected that the end turnover rate for 19/20 will remain at a level higher than 18/19 due to

the data cleanse exercise and due to this change in calculation method it will not be possible to do a direct comparison of turnover with previous years.

Committee	Finance & General Purposes Committee
Subject	Risk Review – Finance & General Purposes Committee
Date of Committee meeting	27/05/2020
Author	Ian McCartney, Clerk to the Board of Management
Date paper prepared	20/05/2020
Executive summary of the paper	<p>Board of Management agreed at the meeting of 18/12/19 to Risk being discussed at each sub-Committee meeting to ensure risks were owned and discussed at the appropriate level.</p> <p>This paper provides Finance & General Purposes Committee with an opportunity to scrutinise and assess those Strategic Risks determined to be within the Committee's purview.</p> <p>Committee members are asked to:</p> <ul style="list-style-type: none"> i) Discuss the appropriateness of each Risk for the Committee; ii) Review in particular the currency of the Action Plan; iii) Consider any additional areas of Risk not identified within the current Register, in particular any considerations related to COVID-19 impacting on areas related to the remit of F&GP Committee
Consultation How has consultation with partners been carried out?	Members of SMT have ownership of the risks within the register and have been consulted on Committee allocation.
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval

Perth College UHI

<p>Resource implications (If yes, please provide details)</p>	<p>No</p>
<p>Risk implications (If yes, please provide details)</p>	<p>Without continual review of the risk register there are potential implications that strategic objectives are not met.</p>
<p>Link with strategy 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 Strategic risk register is the core risk management tool used within Perth College UHI.</p>
<p><u>Equality and diversity</u> Yes/ No If yes, please give details:</p>	<p>No</p>
<p><u>Data Protection</u> 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 Can this paper be included in “open” business?*</p>	<p>Open Business</p>

Perth College UHI

* 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.

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

and

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

Ref	Risk Status	Strategic Category	Risk Description & Primary Sub-Committee	Causes	Impacts/Evidence	Owner	Likelihood	Impact	Gross Risk	Actions to minimise risk IN PLACE	Residual Risk	Trend	CURRENT ACTION PLAN		
													Actions to minimise risk TO DO	Action Owner	Completion Date
6*	Active	Inspiring and supporting our students to achieve their potential.	Technology not fit for purpose. No replacement or upgrade of critical ICT and academic equipment. Heightened risk of cyber attack F&GP	<ul style="list-style-type: none"> Changes in ICT development and technology. Changing in Learning and Teaching practices. Increase in network delivery of teaching. Increased use of social networking. Inadequate VC facilities for larger classes. Additional requirements from curriculum development and growth. Technological innovation. Lack of Integrated Information Systems 	<ul style="list-style-type: none"> Higher investment in resources required. Need to continually alter accommodation. Available resources limit delivery options. Poor student and staff feedback. Lack of knowledge of system design Duplication of data and processes 	Vice Principal External / Depute Principal Academic	4	3	12	<ul style="list-style-type: none"> Developed robust Curriculum Development Plan. Link ICT changes in L&T practice to Estates Planning. Review and implement working practices to optimise available space and working times through use of CELCAT Management Reports. Operational Planning process and resource commitments system in place. Prioritise investment required for resources for key curriculum areas. Ongoing evaluation of VC capacity and teaching space in line with curriculum delivery plan. ICT rolling programme of replacement Shared licence purchases with UHI UHI Wi-Fi Service upgrade: Continue existing Wi-Fi network service until the new service has been proved through a pilot Bright Space implementation Staff training sessions ongoing throughout February VC Application change to Webex teams. GDPR Training sessions: Awareness of issues around transferring data New Operational Planning Process Change tracker for Payroll Process <ul style="list-style-type: none"> Communicate changes to staff and students Opportunities/impetus presented by Scottish Government Digital Strategy 	9	↔	<ul style="list-style-type: none"> Rigorous approach to timetabling and utilisation of rooms. ICT Budget and replacement. UHI ICT strategy discussions. New Learning & Teaching Enhancement Plan will be part of the Curriculum Review Roll out of new UHI wireless network hardware and process Lead with Pilot in Webster Building before end of Easter recess 2019. Install in parallel with existing equipment Carry out major works out of term time to reduce impact on student experience. Publicise new service by posters: 2019/20 Info sessions at 2019/20 <ul style="list-style-type: none"> Induction periods Integrated Systems (Payroll, HR etc.) Identify and evaluate replacement IS Purchase, design and implement IS Systems including data migration Creation of new digital lab to enhance digital learning and teaching approaches 	Depute Principal Academic Vice Principal External Depute Principal Academic ICT Manager Vice Principal External/ Depute Principal Academic ICT Manager Head of Learning and Teaching Enhancement	Ongoing Ongoing July 19 Semester 2, 2019 Starting Pilot for Easter recess; project completion 31 July 19 Ongoing HR Payroll: 04/2020 Ongoing: Continual improvement July 2019

Ref	Risk Status	Strategic Category	Risk Description & Primary Sub-Committee	Causes	Impacts/Evidence	Owner	Likelihood	Impact	Gross Risk	Actions to minimise risk IN PLACE	Residual Risk	Trend	CURRENT ACTION PLAN		
													Actions to minimise risk TO DO	Action Owner	Completion Date
7	Active	Developing staff to successfully deliver our Vision. UHI Common Risk	Disruption to services/projects and/or partnership working resulting from loss of a key staff member. F&GP	<ul style="list-style-type: none"> Poor performance management of competence issues. Fast pace of curriculum development. Excessive demand on CPD. Lack of staff capability. Poor workforce planning. Affordability/cost of staff 	<ul style="list-style-type: none"> Inability to compete. Loss of business and reputation. Potential requirement to buy in specialist staff High staff turnover. Poor staff satisfaction. 	Principal	3	3	9	<ul style="list-style-type: none"> CPD reports to SMT re progress against CPD targets for professional reviews, mandatory training etc Prioritise an appropriate level of CPD investment linked to financial sustainability. Staff Survey results and IIP Assessment Action Plan in place and monitored Maintain Healthy Working Lives accreditation Succession Planning Minimisation of single-person dependencies Cross training 	9	↔	<ul style="list-style-type: none"> Develop HRIS to provide robust workforce intelligence and implement effective workforce planning model. Capability Policy and procedure in updated and implemented. Coaching and Conflict Resolution Training delivered to Managers. Chartered Management Institute (CMI) Training Programme developed for Managers. Managers trained in Capability Procedure. 	Head of HR & OD	July 2019
9*	Active	Working in partnership to meet the needs of our local economy and beyond. Developing a successful and sustainable organisation.	Missing viable opportunities for development and growth F&GP	<ul style="list-style-type: none"> Insufficient research. Lack of horizon scanning. Lack of ability to invest in opportunities. Insufficient planning. Being too risk averse. Failing to develop at the required pace. Funding allocations Resource limitations Changes to ESIF Funding. 	<ul style="list-style-type: none"> Loss of share of potential market/earnings. Loss of reputation. Miss the market. Stagnation of product offering. Missed opportunities for staff. Missed opportunities for students. Funding criteria changes. 	Depute Principal Academic/ Vice Principal External/ Associate Principal	3	3	9	<ul style="list-style-type: none"> Effective new product development processes/reviews. Clear review of product development processes / communication International and Home. Collaborative UHI Partnership process in place. Scanning and planning cycles and process communicated. Collecting staff ideas by their involvement. Encouraging a staff culture of enterprising behaviour. Legislative change mapping for new courses. Tayside RSA + H & I RSA to be used as baseline intelligence. Flexibility in approval Cycle and proportionate responses. Liaison with EO & UHI World to identify partnership strengths as they pertain to curriculum. Liaison with UHI re ESIF and LUPS. Monitor and review international opportunities and costs. International Strategy. 	(3,3) 16 (4,4)	↑	<ul style="list-style-type: none"> Curriculum Review FE and HE. Target international developments towards such areas where product is requested, e.g... Business Degrees. Schools Strategic Group to plan curriculum 2018-19 onwards. DYW Group implementation. SDS liaison and key employer contacts and stakeholders. PPF UHI Curriculum Plan MA Development Plan with SDS. Continuing to work with local communities to provide Leisure provision 	Depute Principal Academic/ Vice Principal External Depute Principal Academic Vice Principal External Depute Principal Academic Head of Student Experience	Ongoing Ongoing Ongoing July 19 Ongoing August 2019

Ref	Risk Status	Strategic Category	Risk Description & Primary Sub-Committee	Causes	Impacts/ Evidence	Owner	Likelihood	Impact	Gross Risk	Actions to minimise risk IN PLACE	Residual Risk	Trend	CURRENT ACTION PLAN		
													Actions to minimise risk TO DO	Action Owner	Completion Date
			Tay Cities Deal: Delay in final deal due to General Election leads to issues re: funding and market value		Tay Cities Deal: • Loss of capital funding • Loss of opportunity for developments					Tay Cities Deal: Proposal passed by Board: 5-year Plan = £320k new revenue (net of allowances for costs)			Tay Cities Deal • maintain dialogue with strategic partners	Vice Principal External	Ongoing
13*	Active	Developing a successful and sustainable organisation.	Lose control of critical processes and systems through Shared Services Shared Service Model controlled by UHI EO and UHI Finance & General Purposes and University Court. F&GP	• Insufficient planning. • Inadequate backup. • Poor training and inadequate communications. • Loss of control of direct employees. • Reduced service level. • Additional cost. • Lag in service improvement. • Loss of control over capital investment.	• Disruption to business systems and student learning. • Increased costs.	Principal	3	3	9	• Involved in thorough planning. Members of the LIS Shared Service Board. • Member of the Shared Service Programme Board. • Maintain Perth College input into development of shared services. • Retain DH as nominated director of USSL.	9	↔	• Service Level Agreements – Staffing, Communication, Core Services (operational details to be fleshed out). • Proactive within commissioning board.	SMT SMT	Ongoing Ongoing
14*	Active	Developing a successful and sustainable organisation.	Failure to ensure sustainability Weaknesses in internal controls/effective management review Financial monitoring reports provide insufficient detail to allow Board to track the delivery of key strategies F&GP	• Change in Government control/legislation. • Ongoing Implications of ONS	• Unable to plan longer term. • Unable to save to invest in larger projects. • Capital Expenditure programme halted since depreciation cash equivalent no longer available. • Potential deferral of income out with reporting periods	Principal	3	5	15	• Lobbied Colleges Scotland providing evidence of unintended consequences. • Staff professionally updated in public sector accounting. • Raised issues with SFC and Scottish Government. • Constantly review as clarification of rules continues to roll out.	15 (3,5)	↑	• Keep abreast of interpretation and updates. • Maintain awareness. • Involvement with sector, Colleges Scotland and SFC working groups. LINK TO AUDIT PLANS	Vice Principal External Clerk	Ongoing Ongoing June 2020

Ref	Risk Status	Strategic Category	Risk Description & Primary Sub-Committee	Causes	Impacts/Evidence	Owner	Likelihood	Impact	Gross Risk	Actions to minimise risk IN PLACE	Residual Risk	Trend	CURRENT ACTION PLAN		
													Actions to minimise risk TO DO	Action Owner	Completion Date
15*	Active	Developing a successful and sustainable organisation. UHI Common Risk	Financial failure/operating loss. Inability to achieve a balanced budget. F&GP	<ul style="list-style-type: none"> Lack of student numbers. AST under performance. Reduction in commercial income. Relaunch in international recruitment. Underfunding of student support. Dilution of unit of resource by increase in fees only students, topslice etc. COVID-19	<ul style="list-style-type: none"> Increased competition. Reduced funding available to invest or cover operational costs. Strategic imperatives not met. Reduction in quality of delivery/student experience. Financial costs/opportunity costs re reduced student numbers, delayed Consultation process, commercial income, etc	Principal	3	5	15	<ul style="list-style-type: none"> Excellent internal control systems. Ongoing dialogue re UKVI (Link to AST Risk Register) Increased forecasting. Flexing targets where appropriate. Close working with sector and UHI partners 	16 (4.4)	↑	<ul style="list-style-type: none"> Review of International Recruitment Strategy. Develop Business Plan for AST Create Business Development Strategy 	Principal Principal	Ongoing July 2019
16*	Active	Developing a successful and sustainable organisation. Developing staff to successfully deliver our Vision.	National Pay Bargaining unaffordable F&GP	<ul style="list-style-type: none"> National bargaining has local consequences. Agreed pay awards unaffordable for individual college. 	<ul style="list-style-type: none"> Loss of autonomy. Risk of national strike. Lack of sector agreement of mandate for negotiations. Lack of additional funding for sector pay claims. 	Principal	4	4	16	<ul style="list-style-type: none"> College membership of national forums via Chair and Principal. Attend Colleges Scotland HR & OD Group and keeps abreast of national bargaining and workforce of the future developments and how these will affect the College. 	16 (4.4)	↔	<ul style="list-style-type: none"> Continue to participate in national bargaining. Contribute to thinking on Workforce of the Future. Engage fully with Colleges Scotland 	Principal	Ongoing

Ref	Risk Status	Strategic Category	Risk Description & Primary Sub-Committee	Causes	Impacts/ Evidence	Owner	Likelihood	Impact	Gross Risk	Actions to minimise risk IN PLACE	Residual Risk	Trend	CURRENT ACTION PLAN		
													Actions to minimise risk TO DO	Action Owner	Completion Date
18	Active	Developing a successful and sustainable organisation.	Implication of outcome of EU Referendum Leading to: Loss of EU Funding. Decrease in overseas (EU) students. Loss of EU national staff. F&GP	<ul style="list-style-type: none"> Lack of numbers. Students wishing to study within EU Economic and fiscal uncertainty over EU exit. Staff uncertainty 	<ul style="list-style-type: none"> Reduced numbers of students/staff Loss of commercial potential. Loss of EU funding 	Principal	5	4	20	<ul style="list-style-type: none"> Keep up to date with info flow. Lobby through Colleges Scotland and Universities Scotland to increase funding to compensate. Understanding the status of EU residents. Use next two years productively as planning. Look at opportunities, e.g. Increased fees. Scottish Government Extension of free tuition for EU students 	15 (5,3)	↔	<ul style="list-style-type: none"> Scottish Government looking to protect Erasmus + programme 		Ongoing
24	Active	UHI Common Risk	Institutional, personal and sensitive data is corrupted, lost, stolen or misused or services are disrupted through malicious and illegal activities by external individuals or bodies. F&GP	Poor IT security measures. Equipment with security holes. Poor patching regime. Anti-virus is not up-to-date and comprehensive. Firewalls are configured incorrectly. Coordinated DDOS attack on university infrastructure. Increasing number of security alerts. DDOS attacks on UK academic institutions up to 527 in 2015 - Janet CSIRT. Increase in cyber-attacks such as ransomware reported in national media.	Information Commissioner fine of up to £500k. Adverse press coverage. Loss of confidence by regulators, stakeholders and HE sector. Ransomware encryption has been detected on UHI network.	Principal	4	4	16	<ul style="list-style-type: none"> Firewalls and filters updated regularly. Anti virus software on all corporate devices. UHI protocols applied and adhered to. Passwords changed regularly. 	12 (3,4)	↔	<ul style="list-style-type: none"> Roll out of new UHI wireless network hardware and process 	ICT Manager	Starting Pilot for Easter recess; project completion 31 July 19
25	Active	Developing a successful and sustainable organisation	Financial failure of commercial subsidiary F&GP	Non-compliance with governance, financial and legal processes and procedures. COVID-19	<ul style="list-style-type: none"> Contracts signed without required approvals. Failure to consult with College SMT and AST Board 	Vice Principal External	4	5	20	<ul style="list-style-type: none"> AST management structure reviewed. Interim Manager in place. Policies identified Best practice adhered to College Governance applied. Advice given to AST Management Team General Manager appointed 	20 (4,5)	↑	<ul style="list-style-type: none"> Continue to review AST policies Regular meetings held Procedural Manual review 	Vice Principal External	31 July 2019

Ref	Risk Status	Strategic Category	Risk Description & Primary Sub-Committee	Causes	Impacts/ Evidence	Owner	Likelihood	Impact	Gross Risk	Actions to minimise risk IN PLACE	Residual Risk	Trend	CURRENT ACTION PLAN			
													Actions to minimise risk TO DO	Action Owner	Completion Date	
					Poor outlook due to worldwide collapse in aviation market											
27	Active	Developing a successful and sustainable organisation	Deferred Income decision rescinded/ amounts overstated F&GP	Processes undertaken to determine level of Deferred Income interpreted by SFC as not permissible	Monies allocated for spend by March 2020 in accordance with SFC guidelines no longer available Rescinding/ downward revision of amounts accounted for could lead to significant shortfall in 2019/20 budget	Principal	2	5	10	<ul style="list-style-type: none"> Approach agreed with External Auditor re treatment of deferred income on grounds of non-materiality Discussions conducted with SFC to carry over 2018/19 surplus into 2019/20 Board instructed that SFC be informed of intention to utilise fund by exception Funds invested in College Estate during 2018/19 to ensure maximum utilisation 	10 (2,5)	↔	<ul style="list-style-type: none"> Review systems to ensure that income released at milestone delivery LINK TO AUDIT PLANS 	Vice Principal External Clerk	31 July 2020 June 2020	
28	Active	Developing a successful and sustainable organisation	Procurement processes are not fully compliant with regulations F&GP	Internal processes not suitably robust	Contracts register incomplete	Vice Principal External	4	3	12	<ul style="list-style-type: none"> APUC provision of remote services from November 2018 Contracted member of APUC staff engaged by College from July 2019 Procurement Strategy updated Procurement Policy updated 	12 (4,3)	↔	<ul style="list-style-type: none"> Update contracts register Examine appropriate contracts to ensure compliance & identify areas of potential compliance shortfall Amend processes and circulate to key decision-makers to ensure compliance at all times LINK TO AUDIT PLANS 	Head of Finance Clerk	31 March 2020 June 2020	

Ref	Risk Status	Strategic Category	Risk Description & Primary Sub-Committee	Causes	Impacts/Evidence	Owner	Likelihood	Impact	Gross Risk	Actions to minimise risk IN PLACE	Residual Risk	Trend	CURRENT ACTION PLAN		
													Actions to minimise risk TO DO	Action Owner	Completion Date
29	Active	Developing a successful and sustainable organisation	Insufficient levels of Asset Management are in place F&GP	Lack of systems/controls to record and manage changes to Asset Register	Asset Register not complete Creates difficulty in producing accurate accounts	Vice Principal	4	3	12	<ul style="list-style-type: none"> • Current Asset Register reviewed and weaknesses identified • Comparative analysis within sector conducted 	12 (4,3)		<ul style="list-style-type: none"> • Update Asset Register • Review Financial Regulations 	Head of Finance	June 2020

Note: Risks 4, 5, 7, 8, 10, 12, 15, 19-24 are UHI Common Risks.

LIKELIHOOD CRITERIA **TIMESCALE 3 YEARS**

Score	Descriptor	Probability
5 - Almost Certain	More than likely – the event is anticipated to occur	>80%
4- Likely	Fairly likely – the event will probably occur	61-80%
3 - Possible	Possible – the event is expected to occur at some time	31-60%
2 - Unlikely	Unlikely – the event could occur at some time	10-30%
1 - Very Rare	Remote – the event may only occur in exceptional circumstances	<10%

IMPACT CRITERIA **TIMESCALE 3 YEARS**

Score	Descriptor	Financial	Operational	Reputational (need to link to communications process for incident management)
5 - Catastrophic	A disaster with the potential to lead to: <ul style="list-style-type: none"> loss of a major UHI partner loss of major funding stream 	> £500,000 or lead to likely loss of key partner	<ul style="list-style-type: none"> Likely loss of key partner, curriculum area or department Litigation in progress Severe student dissatisfaction Serious quality issues/high failure rates/major delivery problems 	<ul style="list-style-type: none"> Incident or event that could result in potentially long term damage to UHI's reputation. Strategy needed to manage the incident. Adverse national media coverage Credibility in marketplace and with stakeholders significantly undermined.
4 - Major	A critical event which threatens to lead to: <ul style="list-style-type: none"> major reduction in funding major reduction in teaching/research capacity 	£250,000 - £500,000 or lead to possible loss of partner	<ul style="list-style-type: none"> Possible loss of partner and litigation threatened Major deterioration in quality/pass rates/delivery Student dissatisfaction 	<ul style="list-style-type: none"> Incident/event that could result in limited medium – short term damage to UHI's reputation at local/regional level. Adverse local media coverage Credibility in marketplace/with stakeholders is affected.
3 - Significant	A Significant event, such as financial/ operational difficulty in a department or academic partner which requires additional management effort to resolve.	£50,000 - £250,000	<ul style="list-style-type: none"> General deterioration in quality/delivery but not persistent Persistence of issue could lead to litigation Students expressing concern 	<ul style="list-style-type: none"> An incident/event that could result in limited short term damage to UHI's reputation and limited to a local level. Criticism in sector or local press Credibility noted in sector only
2 - Minor	An adverse event that can be accommodated with some management effort.	£10,000 - £50,000	<ul style="list-style-type: none"> Some quality/delivery issues occurring regularly Raised by students but not considered major 	<ul style="list-style-type: none"> Low media profile Problem commented upon but credibility unaffected
1 - Insignificant	An adverse event that can be accommodated through normal operating procedures.	<£10,000	<ul style="list-style-type: none"> Quality/delivery issue considered one-off Raised by students but action in hand 	<ul style="list-style-type: none"> No adverse publicity Credibility unaffected and goes un noticed

Note: Select criteria most appropriate. Use highest score if more than one criterion applies.

RISK MAP (for Gross risk & residual risk)

TIMESCALE 3 YEARS

IMPACT					
5 - Catastrophic	5	10	15	20	25
4 - Major	4	8	12	16	20
3 - Significant	3	6	9	12	15
2 - Minor	2	4	6	8	10
1 - Insignificant	1	2	3	4	5
	1 -Very Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost Certain
LIKELIHOOD					

Attention should also be paid to risks that are very rare or unlikely that could cause a catastrophic impact.

Whistleblowing Policy

March 2020

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

Perth College is a registered Scottish charity, number SC021209.



Version Control History

Version Number	Date of Change	Summary of Revisions Made
4	May 2013	Version no updated and effective date updated. Review due date remains stat. Addition of Bribery to definition 3.1 issues of Serious Concern. Addition of new key principle at 4.2 that the College values its reputation for ethical behaviour and for financial probity and reliability and has a zero tolerance policy towards bribery. Change of title from Director of HR and Organisational Development to Director of HR and Communications. Changes need to be notified to the F&GP Committee – approved by them at meeting 2-Oct-13.
4.1	July 2016	Footer updated to reflect new template model Role Title Changed: Vice Principal, Human Resources and Communications; Head of Quality.
4.2	December 2018	Change of role to Quality Manager and other job titles to adhere to the new structure
5	March 2020	Footer updated to reflect policy owner, author and editor. Merging of policy and procedure

UNCONTROLLED WHEN PRINTED

Whistleblowing Policy and Procedure

1 Purpose

This document outlines the policy and procedure for the submission and handling of whistleblowing (protected disclosures) complaints at Perth College UHI.

This policy and procedure covers complaints made in the public interest, which bring serious concerns to our attention.

2 Scope

This policy and procedure applies to all staff, students, members of the Board of Management, contractors and agency workers engaged at Perth College UHI. This policy is also applicable to staff and students of other UHI academic partners. Individuals who are not a member of one of the above groups (for example members of the general public) but who wish to raise a concern of the type set out in this policy should do so by using the College's [Complaints Handling Procedure](#)

The aims of this policy are:

- to encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected
- to provide staff with guidance as to how to raise those concerns
- to reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

3 Definitions

Whistleblowing is the term used to describe a disclosure alleging corruption, malpractice or wrongdoing on the part of another person within an organisation. A 'whistle-blower' is a person who exposes this.

The difference between whistleblowing and complaints can sometimes appear confusing. A complaint is generally made by an individual who feels they have been personally wronged in some way. A person making a complaint will likely have a vested interest in the outcome, and in such circumstances the [Staff Complaints and Grievance Procedure](#) or [complaints handling procedure](#) would apply.

Whistleblowing, however, tends to relate to matters serious concern where the organisation has breached generally accepted standards of legal, ethical, financial or other expected behaviour and it is in the public interest for it to be disclosed. This means that it must affect others, for example the general public

3.1 Issues of serious concern: are not limited to

- a criminal offence, for example fraud
- someone's health and safety is in danger
- risk or actual damage to the environment

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Version/Status: 5.1
Approved By/Date: F&GP
Effective Publication Date:

Owner: Depute Principal, Academic
Lead Author: Head of HR and Organisational Development
Lead Editor: Clerk to the Board
Review Timing/Date: 3 Years 2023

- a miscarriage of justice
- the company is breaking the law, for example does not have the right insurance
- you believe someone is covering up wrongdoing

3.2 Public disclosures/qualifying disclosure: workers are protected from detrimental treatment or victimisation from their employer if, in the public interest, they blow the whistle on wrongdoing under the Public Interest Disclosure Act

4 Key Principles

- 4.1 Perth College UHI is committed to the highest standard of care, probity, openness and accountability as a service provider to young people and adults.
- 4.2 Perth College UHI values its reputation for ethical behaviour and for financial probity and reliability and has a zero tolerance policy towards bribery.
- 4.3 A commitment to the highest standards of service requires that Perth College UHI encourages its employees and others to come forward with serious concerns about any aspect of our work. It is recognised that in some cases employees may wish to do this on a confidential basis and where possible they will be supported in doing so. There are, however, some situations which, because of their seriousness, will have to be dealt with in such a way that the retaining of confidentiality is impossible as it may prevent full investigation of the complaint
- 4.4 It is the College's policy that employees who come forward with serious concerns regarding any aspects of our work are not penalised, but supported and commended for raising such issues, even if they turn out to be mistaken.

5 Safeguards/Protection

- 5.1 This policy is designed to offer protection to those who disclose reasonable concerns, provided the person disclosing has a reasonable belief that it is in the public interest. In all cases, provided that the allegation has been made lawfully, without malice and in the public interest, the person making the allegation will not be disadvantaged for reasons of making the allegation, nor will the individual suffer any form of detriment as a result.

Those who disclose concerns must not be subject of retribution for making an allegation, in any way. Any staff member, student or board member who is involved in such conduct may be subject to formal action under the appropriate policy.

- 5.2 Confidentiality: All disclosures will be treated in a confidential and sensitive manner. The identity of the person making the allegation may be kept

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confidential after the launch of an enquiry, if requested, as long as it does not prevent the undertaking of a fair investigation or if there is an overriding reason for disclosure (for example, if police involvement is required). However, the investigation process may reveal the source of the information, and the individual making the disclosure may be required to provide a statement as part of the evidence required. As such, confidentiality cannot be guaranteed.

- 5.3 Anonymous allegations - The policy encourages individuals making a disclosure to identify themselves as the purpose of the policy is to provide protection to those who disclose concerns. Submitting an anonymous complaint also limits the scope of the investigation, as proper investigation may be more difficult or impossible if we cannot obtain further information from the discloser(s) and therefore it may not be possible to conclude from an anonymous disclosure whether it is a public interest disclosure and/or ensure the effectiveness of any subsequent investigation.
- 5.4 False allegations - Persons found to have knowingly raised false or malicious allegations may be treated as having committed a serious offence and this will be dealt with under the appropriate policy.

6 Procedure for making a Whistleblowing Disclosure

The initial disclosure should be made to the Depute Principal, Academic; this can be made verbally or in writing. If on initial review, there is an indication of malpractice or wrongdoing, the Depute Principal, Academic will arrange for an investigation and appoint an Investigator(s) to carry out the necessary enquiries and report back to him/her. The investigation team will be made up of at least;

- one SMT or CMT member
- one HR or Quality member, depending on the nature of the complaint
- If the complaint relates to one or more members of the Senior Management Team (SMT), the complaint should be submitted to the Chair of the Board of Management, who will assign the investigation team which will be supported by a member of the Board of Management. The Chair of the Board of Management can also take the decision to appoint an external investigator.

If the complaint relates to one or more members of the Board of Management (BOM), the complaint should be submitted to the Chair of the Board of Management, who will appoint an external investigator. The Chair of the Board of Management can be contacted via the Clerk to the Board on Extension 77300. The Clerk to the Board reports directly to the Chair of the Board of Management.

If the complaint relates to the Chair of the Board of Management, the complaint should be made to the Senior Independent Board Member in who will appoint appropriate external investigators.

The investigator will carry out an initial assessment to determine the scope of any investigation. The discloser(s) will be informed of the outcome of that

assessment and they may be asked to attend additional meetings to provide further information.

The investigator will aim to keep the discloser(s) informed of progress and timescale. However, sometimes the need for confidentiality may prevent the discloser(s) being given specific details or indeed any details of any disciplinary or other action taken consequently as a result of raising the concern.

The investigator will report findings to the instigator of the investigation and will recommend one of the following steps based on the evidence found;

- take no further action save to inform the discloser of the decision and reasons for it
- refer the matter for appropriate action within existing college procedures
- refer the matter to the police in the case of alleged criminal activities.

The instigator of the investigation will decide on next steps and instruct appropriately.

If the disclosure is not happy with how the College has dealt with their concern then they should raise it with the Chair of the Board or the prescribed person as set out in section 7.

7 **Qualifying Disclosures**

If, despite the commitments made in this policy the discloser(s) are not comfortable disclosing to Perth College UHI, discloser(s) can report to a prescribed person rather than the college. The contact details for the prescribed person for education can be found at;

<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies#education>

8 **Responsibilities**

- 8.1 The Head of Human Resources and Organisational Development has responsibility for reviewing the policy in line with changes and developments in employment and case law.
- 8.2 The College Finance and General Purposes Committee has responsibility for approving any subsequent changes to this policy.
- 8.3 College Managers are responsible for ensuring staff are aware of the procedures and know what to do if they wish to raise a concern.
- 8.4 Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the web.

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9 **Linked Policies/Related Documents**

9.1 Students Complaint Procedure

9.2 Staff Complaints and Grievance Procedures

9.3 Anti-Bribery Policy

10 **Relevant Legislation**

10.1 Public Interest Disclosure Act 1998

10.2 The Bribery Act 2010

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PERTH COLLEGE UHI

JNC : Support Staff

Note of Meeting held on Thursday 5 March 2020
1.30pm, Room 019, Brahan

Present: **Management Representatives**
Katy Lees (KL), Head of HR & OD (Chair)
Lorenz Cairns (LC), Depute Principal Academic

Support Staff Representatives

Jane Edwards (JE), Unison
Rob Reed (RR), Unison
Winston Flynn (WF), Unison

Apologies: Dr Margaret Cook (MC), Principal

In Attendance: For item 3 only: Graham Little (GL), Interim Head of Finance

Note Taker: Carolyn Sweeney-Wilson (CSW)

Summary of Action Items

Ref	Action	Responsibility	Timeline
7.	Healthy Working Lives - update KL to provide figures on work related stress for Unison reps.	Katy Lees	11/06/2020
9..	Unison Items 1.1 <u>Management of Coronavirus</u> KL to discuss with SMT adding the union to the Management group for managing Coronavirus. 1.2 <u>HR Advice</u> KL to set up regular monthly meetings with Unison reps.	Katy Lees Katy Lees	ASAP ASAP

Summary of Action Items

Ref	Action	Responsibility	Timeline
	1.3 <u>Consultation Processes</u> KL and JE to meet, outwith the JNC, to discuss the consultation processes.	Katy Lees, Jane Edwards	ASAP
11.	Pension/Pay Update <ul style="list-style-type: none"> KL to check the National Insurance payments in relation to whether or not this was cumulative. KL to investigate the CiPHERnet issue in relation to calculation of holidays. 	Katy Lees Katy Lees	ASAP ASAP

Minutes

Item	ACTION
<p>1. Welcome and Apologies</p> <p>KL welcomed everyone to the JNC for Support Staff meeting, in particular, Graham Little (GL), Interim Head of Finance, to talk to item 3.</p> <p>Apologies were noted.</p>	
<p>2. Minutes of the last Meeting</p> <p>The minutes of the JNC for Support Staff meeting held on 12 December 2019, having been circulated, were approved as an accurate reflection of the discussions that had taken place.</p>	
<p>3. Finance – update</p> <p>GL tabled his comprehensive update document, which he spoke to.</p> <p>The document provided an update on the Accounts for the first 6 months of the year and this paper had gone to F&GP on 4th March. In summary, at the half way point in the year, the College was £72K better than budget (although still in deficit). The College was £33K under-delivering on income; pay was very slightly under £52K and non-pay elements had a £52K underspend.</p> <p>GL said the accounts were where he expected them to be at this time of the year.</p> <p>It was noted that the Bursary expenditure was money in and money out. Tuition fees were under budget, as they had not achieved. On the non-pay lines, these have achieved better than expected,</p>	

Item		ACTION
	<p>particularly in the Research Centres. This was due to receiving all the research monies in one lump sum, rather than phased income. However, there was no further money expected.</p> <p>JE referred to the current consultation with unions, which had been predicting a £600K deficit. JE said she was expecting the accounts to be showing more of a deficit at this stage in the year. GL explained in more detail about how the accounting for the College worked and pointed out that the College was still showing a deficit. JE said that if the College was already showing a better position of £72K, this did not look as if £600K of savings would need to be made. LC said that some of the money, putting the budget in a better position at this point, had come in from the Research Centres. This had come in a lump sum, which had not been expected. However, the budget was only at the six month point and anything could happen in the next 6 months.</p> <p>JE queried if the consultation process should now be put on hold so jobs could be saved. KL pointed out that these accounts had only gone to the F&GP last night and SMT needed time to consider this document. JE said that the union's position would be that, with actual figures half way through the year, this was not as bad as it could have been and there seemed to be the potential for saving jobs. LC advised that there needed to be caution as this was only the 6 months stage and anything could happen in the next 6 months. KL suggested discussing this further at the Joint Consultation meeting scheduled for 10th March, as Management needed time to consider the budget figures. GL said that the budget still showed the College was in a £490K deficit position at this 6 month point. It was just that the accounts were showing £72K better off than this deficit. The yearly budget could finish better, or worse, than this position. LC reiterated that this was where the College was right now, but this was due to the unexpected, one-off, payments made for the full Research income.</p> <p>There was a discussion about potential costs if Coronavirus affected the College and large numbers of staff went off sick. JE said that she would expect the Government to pay for this.</p> <p>KL thanked GL for his time and GL then left the meeting.</p> <p>4. Review of Actions / Matters arising not included elsewhere on the Agenda</p> <p><u>4.1 Retirement Policy Feedback – update</u></p> <p>KL advised this item would be carried forward.</p> <p><u>4.2 TOIL Guidelines – update</u></p> <p>KL said she did speak to Colleges Scotland regarding a flexi time system and there was a general consensus that having a nationally</p>	

Item		ACTION
	<p>agreed flexi scheme was not the way to go, so the College would not be taking this forward at the moment.</p>	
	<p>In regard to the TOIL Guidelines, KL said she would look to have these out by the end of the month.</p>	
	<p><u>4.3 Training Agreements – update</u></p>	
	<p>KL said she had spoken with the College solicitor and discussed the sentence with them and they have confirmed this sentence was fine. However, KL said she would expect to have a full conversation with any individual regarding this and appropriate arrangements would be put in place for payment, including payment by instalments.</p>	
5.	<p>Staff Engagement Group - update</p>	
	<p>KL advised this meeting was tomorrow, so she would update the JNC at its next meeting.</p>	
6.	<p>National Bargaining - update</p>	
	<p>KL handed out the new pay scales for 1st April for support staff, which were based on NJNC guidelines.</p>	
	<p>KL discussed the 1st April pay awards and said these scales would be published once they had been implemented.</p>	
7.	<p>Healthy Working Lives - update</p>	
	<p>KL provided a paper on Sickness Absence Stats, which had gone to the F&GP Committee. If Unison wanted anything else added in, KL asked union reps to let her know.</p>	
	<p>KL then talked to her report.</p>	
	<p>The figures for 2017-18 were not correct, so these had been adjusted accordingly and were now accurate.</p>	
	<p>For 19-20 the figures were up to the end of January, but it was expected that these figures may get higher due to Coronavirus. JE noted the 15 average sick days per head was a very high figure and asked if there was a way of breaking this down into trends as to why people were off. KL said the groupings in CiPHR were not good and this was one of the areas that KL was intending to review and update. KL said she would be happy to have input from Unison. JE asked for a figure for work related stress and KL said she would provide that JE.</p>	
	<p>Action: KL to provide figures on work related stress for Unison reps.</p>	<p>KL</p>

Item		ACTION
	<p>KL noted that the take up of mandatory training had not been good and it was very important that numbers completing the training got over the 95% mark. KL said she was looking for union support to encourage staff to complete this training. LC said staff have been asked to comply with this request to complete this training. Some of these courses were actually mandatory/statutory and if staff did not complete these, then this was leading into a non-compliance situation. These stats were shared with the Board at their recent meeting and the Board have intimated they were not happy with the low numbers of completing the training. LC said that staff would be asked again to do the training but, if staff continue to ignore the request to complete the mandatory training, this would be seen as non-compliance and Management would then need to look to the Disciplinary Procedures with regard to this. KL said the courses needed to be completed by the end of March and this was not negotiable.</p> <p>JE queried what Management would be proposing if they had to impose a sanction. KL said this was a reasonable Management request for staff to complete these courses. JE queried what if the reason given was that staff don't have time to do this. KL said that this was why we they were asking managers to work with their staff to ensure their staff do have the time to complete the courses. LC said SMT did not want to be forced into a position of going the non-compliance route. JE said it would be minor misconduct, so Management would need to find a way to persuade staff to do this. LC said they had been discussing this with staff and continued to do so, but it was not working. If that continued, then Management would have no option but to enforce this if staff continue to ignore Management requests. However, LC said that they were continuing to work with managers to persuade staff to complete the training and were looking for the unions to also support this.</p> <p>KL said that the original deadline for the training to be completed was 28th February and given the low percentage of completed training, the College was way behind with this.</p>	
8.	<p>New Pay Scales from April 2020</p> <p>Discussed under Item 6, National Bargaining.</p>	
9.	<p>Unison Items</p> <p>9.1 <u>Management of Coronavirus</u></p> <p>JE said this was a developing situation, but the College needed to be a bit more 'canny' about its communications regarding this. KL said that the Business Continuity Plan lists different teams for different situations, eg Strategic and Tactical management teams and they have regular communications with staff. JE said that no recognised union rep or H&S reps were on the tactical management teams. KL said she would discuss this with SMT.</p>	

Item		ACTION
	<p>Action: KL to discuss with SMT adding the union reps to the Management group for managing Coronavirus.</p> <p>JE said this was a global crisis and she thought it would probably be helpful to have safety reps from the 2 recognised unions on the group managing this within the College. LC recognised what JE was saying, however, if it got to a set threshold point, it would likely be taken out of the College's hands by the Government anyway. The College was not in the driving with Coronavirus.</p> <p>JE said the College needed to get better at communicating with the union safety reps, as they have a legal standing.</p> <p>9.2 <u>HR Advice</u></p> <p>JE said union reps were dealing with a lot of queries from their members who were saying that some of the advice they were getting from HR was conflicting with the union advise and JE thought it would be helpful if union reps were to have regular meetings with HR, particularly around case load etc. There was a set up where union reps met with Business Partners on a monthly basis but this had fallen by wayside and JE said that Unison would like to get back to this. KL said she understood that there were likely to be differing views between unions and management, but KL said she had previously offered to have monthly meetings with unions and would be happy to put this back in place. KL said she would set up a regular monthly meeting and if Unison heard of any conflicting advice then unison reps should take this to KL, as head of HR.</p> <p>Action: KL to set up regular monthly meetings with Unison reps.</p> <p>9.3 <u>Communications with staff</u></p> <p>JE said that Unison reps were hearing a lot from their members that there was not enough communication with staff, especially regarding the consultation process. KL said she would take this on board and how management work with engagement groups.</p> <p>9.4 <u>Consultation Processes</u></p> <p>JE said there were a couple of consultation processes ongoing and she did not think this was right. KL suggested that JE and KL meet outwith the JNC to discuss this and JE could share her vision and get a better working partnership. JE said there was a need to build trust between both parties.</p> <p>Action: KL and JE to meet, outwith the JNC, to discuss the consultation processes.</p>	<p>KL</p> <p>KL</p> <p>KL, JE</p>

Item		ACTION
	<p>9.5 <u>Business Continuity</u></p> <p>JE said she had now received the BCP. However, she said that a plan with anything H&S related in it, that did not have a union H&S rep involved, was bad practice.</p>	
10.	<p>New Parental Bereavement Leave</p> <p>KL said this would be coming into force on 1st April, which would provide for 2 weeks leave and statutory parental pay. However, the College would be enhancing this to 4 weeks.</p>	
11.	<p>Pension/Pay Update</p> <p>KL referred to her update from the last meeting where she had identified that there had been some errors with some staff pay and pensions. She advised that HR had now finished the piece of work for the 19-20 tax year and the 19-20 pay/pension year and it had been found that there were 16 members of staff who had overpaid their pension. KL said she would be contacting the staff regarding making these adjustments. There was still a bigger piece of work to be done for historical matters and this would take some months to complete before there would be an answer. JE queried how long the historical matters went back. KL said that 6 years was the requirement and that she would advise on any updates as soon as she had them. In terms of the pension, it was staff who had worked over 35hours.</p> <p>JE asked about NI, as it was not cumulative it was done on a monthly basis. KL said she would check this out and come back to JE on this.</p> <p>Action: KL to check the National Insurance payments in relation to whether or not this was cumulative.</p> <p>JE said that they had already raised the issue of CiPHRnet, in relation to calculation of holidays. KL said she would also look into this and get back to JE on this.</p> <p>Action: KL to investigate the CiPHERnet issue in relation to calculation of holidays.</p>	<p>KL</p> <p>KL</p>
12.	<p>Policy Updates</p> <p>KL queried how much detail unions wished to see in terms of approving policy updates, for example, if it was only minor changes eg name changes/date changes etc, would the unions wish to see these. KL would, of course, bring any major changes to the JNC.</p> <p>JE suggested sending a list of policies where there were minor changes, then union staff could review them.</p>	

Item		ACTION
13.	<p data-bbox="288 172 400 208">AOCB</p> <p data-bbox="288 241 475 277"><u>Car Parking</u></p> <p data-bbox="288 315 1278 864">KL said there had been a number of instances and complaints of people parking in the Goodlyburn Primary School car park, or parking in disabled bays and not showing a disabled badge etc. As a result of repeat offences, Management were intending to send an email out to staff and students regarding this. The email will advise that if there are repeat offenders not adhering to the parking guidelines, then this may lead to disciplinary action. LC said there were also repeat offenders ignoring the parking tickets. JE said that in terms of students, if the trigger for this was a financial one, then the unions would want staff to have a discussion with the student to see if there was anything that could be done to alleviate this. KL said it was not just that, it was about people parking in the wrong areas and, despite repeated attempts to encourage staff and students to park correctly, it was now at the point, unfortunately, that Management needed to take some action.</p> <p data-bbox="193 902 770 938">14. Date and time of next meeting:</p> <ul data-bbox="347 976 595 1012" style="list-style-type: none"> • 11 June 2020 <p data-bbox="288 1050 1062 1086">All meetings are on Thursdays at 1.30pm, in Rm 019.</p> <p data-bbox="288 1124 579 1160">Meeting End Time</p> <p data-bbox="288 1198 770 1234">The meeting concluded at 14.55.</p>	

PERTH COLLEGE UHI

JNC : Lecturers

Note of Meeting held on Thursday 5 March 2020
3.00pm, Rm 019, Brahan

Present:

Management Representatives

Katy Lees (KL), Head of HR & OD (Chair)

Lorenz Cairns (LC), Depute Principal Academic

Academic Staff Representatives

Declan Gaughan (DG), EIS-FELA

Sara O'Hagan (SOH), EIS-FELA

Apologies:

Dr Margaret Cook (MC), Principal

In Attendance:

For item 3 only: Graham Little (GL), Interim Head of Finance

Note Taker:

Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
5.	<p>Implementation of the National Recognition and Procedures Agreement specifically Circulars 03/19 Plus item 6</p> <p><u>5.1 Additional Professional Duties (APD) - update</u> KL to redraft off-site working form; rework the timelines and then send both to EIS reps to provide feedback. KL to also provide a process for these working arrangements. KL will also send the form to SDDs for feedback.</p>	Katy Lees	Next meeting: 11/06/2020
7.	<p>Facilities Time - update</p> <p>CSW to remove 'Facilities Time – update' from the JNC agenda, going forward.</p>	Carolyn Sweeney-Wilson	11/06/2020

Summary of Action Items

Ref	Action	Responsibility	Timeline
13.	EIS Items		
	<u>13.1 Academic Staff Fixed Holidays (2 days)</u> LC to review previous discussions regarding the academic staff 2 day fixed holidays and get back to EIS Reps regarding a survey of staff in relation to future dates.	Lorenz Cairns	ASAP
	<u>13.4 Permanisation</u> CSW to add Permanisation to the agenda for the next JNC meeting.	Carolyn Sweeney-Wilson	11/06/2020
	<u>13.6 Curriculum Review</u> LC to ask CE to speak with EIS Reps regarding the current position with the Curriculum Review.	Lorenz Cairns, Catherine Etri	ASAP

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>KL welcomed everyone to the JNC for Lecturers meeting. In particular, KL welcomed Graham Little (GL), Interim Head of Finance to the meeting. GL was attending for item 3 only.</p> <p>Apologies were noted.</p>	
2.	<p>Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 22 January 2020, which had been previously circulated, were approved as an accurate reflection of the discussions that had taken place.</p>	
3.	<p>Finance Update</p> <p>GL tabled his comprehensive update document, which he spoke to.</p> <p>The document provided an update on the Accounts for the first 6 months of the year and this paper had gone to F&GP on 4th March. In summary, at the half way point in the year, the College was £72K better than budget (although still in deficit). The College was £33K under-delivering on income; pay was very slightly under £52K and non-pay elements had a £52K underspend.</p> <p>The Tuition fee figure was slightly down and the reason for that was</p>	

Item		ACTION
	<p>related to the Foundation Apprenticeships payments, which had been assumed would be evenly budgeted over several months, but was in fact based on milestones. The College also received Research money in one lump sum for CMS, which hadn't been expected. However, that was a one-off payment and no further funds would be received.</p> <p>Against the pay there was a small positive variance. On non-pay elements it was £52K better than budget. The bursary money was set and is money in and out, so it offsets itself.</p> <p>GL said the position was slightly better than expected but it could change towards the end of the year.</p> <p>KL advised that the accounts could not be circulated before F&GP, which meeting took place last night (4th March), so this was why the papers had been tabled today. Going forward, for next year, KL has requested the JNC dates be a week after the F&GP. KL asked union reps to get back to GL if had any queries.</p>	
4.	<p>Review of Actions / Matters Arising not included elsewhere on the Agenda</p> <p>None.</p>	
5.	<p>Implementation of the National Recognition and Procedures Agreement specifically Circulars 03/19 Plus item 6</p> <p><u>5.1 Additional Professional Duties (APD) - update</u></p> <p>KL referred to the EIS AGM whereby reps were to take the proposal of an offsite working pilot, of 3 forms, in a 6 week timeframe, to their members' on 29th January and feedback the result to KL.</p> <p>DG said that EIS members had not approved this proposal, as they felt there was a lack of trust in the staff in this format and they did not want to proceed with this. Members suggested the once per semester submission, which EIS reps had intimated to KL at the last JNC meeting. LC said the reason Management wanted the 6 weekly format was so that they could monitor what the impact would be and that it was not about a matter of trust. Moving forward, LC said he wanted to assess the impact of this and wanted to make sure the College wasn't "a ghost ship" and to ensure that Lecturers were available to students. LC proposed that there was trial, after the Easter holidays, as this would give an 8 week timeframe to complete the trial, prior to the summer break .</p> <p>KL said she would redraft the form and look at the timelines and then send this information to EIS reps to provide feedback. SOH suggested that KL also provide a process for this as well. KL said she would do this and get it to EIS reps by end of next week.</p>	

Item		ACTION
	<p>SOH said there were facilities within Celcat to timetable in details of when staff were off-site and line managers would then know which staff were on, and off, campus. KL suggested reviewing, over the summer months, what would be taken forward for next year. Time was required to gather information on what staff and students felt about this.</p>	
	<p>Action: KL to redraft off-site working form; rework the timelines and then send both to EIS reps to provide feedback. KL to also provide a process for these working arrangements. KL will also send the form to SDDs for feedback.</p>	KL
6.	<p>Working Arrangements – update</p> <p>Discussed under Item 5.</p>	
7.	<p>Facilities Time - update</p> <p>KL referred back to discussions on this at the last meeting, where EIS reps indicated that they had matters in hand to collate the information required for their facilities time, so that KL would be able to report on this. It was agreed that EIS Reps should send their data to KL on a monthly basis. This action had now been completed and should be removed from the agenda.</p> <p>Action: CSW to remove 'Facilities Time – update' from the JNC agenda, going forward.</p> <p>SOH asked if EIS Reps could receive flexi time for additional attendance at meetings, for example SOH's attendance at UHI Court, whereby she currently did not receive any extra time for this attendance. There was a discussion regarding this with EIS requesting a review of remitted time. KL confirmed that staff who sit on the College Board of Management did not receive any remitted time for this. SOH said it was pretty tough to do the job and be on various committees on the remitted time currently provided. KL pointed out that attendance on some committees was outwith the College control.</p>	CSW
8.	<p>Leisure Tutor Form - update</p> <p>DG advised that Selena Graham would be the new EIS Area Officer, so DG was still waiting on feedback from the Branch regarding this form.</p>	
9.	<p>New Parental Bereavement Leave</p> <p>KL advised that new Legislation would come into effect on 1st April regarding Parental Bereavement Leave. This Legislation provided for leave up to a 2 week period of leave, but SMT have agreed that the Statutory Bereavement Pay would be enhanced to full pay for that 2 week period. KL said she would update the guidelines</p>	

Item		ACTION
	accordingly.	
10.	<p>TOIL – update</p> <p>KL reminded the meeting of her action from the last meeting regarding the new TOIL procedures and that she was to speak to managers to request how much TOIL had been building up. However, KL had not yet managed to do this, but intended to complete this by the end of March.</p>	
11.	<p>Pension/Pay</p> <p><u>11.1 Pension/Pay – update</u></p> <p>KL raised this matter at the last meeting regarding the issue of staff pay which had impacted on their pensions. KL referred to the 2 pension schemes and how the pension worked. Five members of staff in the old pension scheme have overpaid into their pension and HR will adjust this for this tax year, at the end of March. This was an historical error, so this year was now correct, but HR staff will need to go back through the last 6 years and will need to carry out a detailed review of this and this will take a number of months.</p> <p>KL also raised concerns regarding NI issues for those on multiple posts and advised that the College had voluntarily declared this to HMRC and were working on this. Again, HR staff would have to review the last 6 years' worth of payroll. KL said she would update union reps as soon as she had any further up-dates. This was an ongoing issue, but it was being rectified in Payroll so, going forward, this should be correct.</p> <p>SOH asked if this meant that staff would have a single pay slip going forward. KL said that this was the intention, but there was a lot of work to be done to ensure that happens.</p> <p>SOH said she thought that staff were losing faith with Payroll and it would be important to get this right. KL said she would intend to have a conversation with EIS regarding the payment of APD in the next semester, so that this could be built in for staff commencing back in September.</p> <p><u>11.2 Pension issues for Fractional Staff</u></p> <p>SOH said there was a small number of Fractional Staff who had discovered that there were issues regarding their pension. KL said that this should now be correctly noted on their payslip. However, if they still had concerns about their pension, then they should speak with KL.</p>	
12.	<p>Policy Updates</p> <p>KL advised that there were many policies against her name as the 'owner', where some only required minor updates, for example the name of the Principal, dates etc. KL asked union reps whether or</p>	

Item		ACTION
13.	<p>not they wished to be informed of these minor updates before the policies were published. SOH suggested it would be good for EIS reps to review them, before they were formally published.</p> <p>KL said she would be conducting a minor review of many of the policies, but if there were any policies that EIS felt should have a full review, KL asked them to let her know. Any feedback to KL.</p> <p>KL noted that if any policy required a major review, then this would, of course, be brought to the JNC for approval, before following the usual route to being published.</p> <p>EIS Items</p> <p><u>13.1 Academic Staff Fixed Holidays (2 days)</u> SOH reminded Management that the College calendar had been published and the 2 academic fixed holiday days were the same as in the previous 2 years. However, at a previous JNC, it had been agreed that, after this year's holiday (February 2020), academic staff would be surveyed to find out if the fixed holiday was continued to be their preference. DG said that as it was always the same two days of the week that were used for the holidays, it meant that it was always the same classes that were affected and, therefore, these students were being disadvantaged. LC agreed that this was discussed and the local authority school holidays were also checked and, as a result, the 2 days were kept the same for this year.</p> <p>DG said he thought EIS members were looking to have more flexible days, rather than fixed. SOH said that when the fixed holiday option was first implemented it had been agreed that staff would be asked if they wanted to continue with the fixed days.</p> <p>LC said he would like to review the previous discussions before making a decision. SOH said EIS were not suggesting that staff would not be happy to continue with the fixed option, just that EIS would like to revisit the discussions, as previously agreed.</p> <p>LC confirmed that the academic staff could be asked if they wanted to have 2 fixed days or flexible days holiday. However, he said he would review the previous discussions regarding this and then get back to EIS. SOH said that if Management wanted to retain the fixed days then as long as Management had good justification for this, then that would be helpful for EIS members to know.</p> <p>Action: LC to review previous discussions regarding the academic staff 2 day fixed holidays and get back to EIS Reps regarding a survey of staff in relation to future dates.</p> <p><u>13.2 Timetabling Protocols</u> SOH asked if there was a date in the diary for this. LC said he intended to do this, but as the Consultation was ongoing, the timetables couldn't be issued until the Consultation process was</p>	<p>LC</p>

Item		ACTION
	<p>settled.</p> <p><u>13.3 Observation of Learning</u> SOH said that EIS Reps understood there was some kind of pilot of observation of teaching going forward. SOH pointed out this had not been to the JNC to be discussed and agreed. The EIS national position was that there would be a formal observation of learning means and the EIS position was that individual organisations should not be jumping the gun. We don't know what else is going on. LC said this came down to differing understanding of the national agreement and there may, therefore, be some dislocate with EIS on this understanding. LC said the pilot was being conducted on a voluntary basis only, but he would ask Catherine Etri to advise EIS Reps what was being piloted. That national agreement surrounding this was contentious. SOH said it would be helpful if CE could confirm the details of the pilot as EIS did not want to get into a position of being in dispute with the College over this.</p> <p>SOH said that members were already in a state of uncertainty with what is going on in the College, so an individual coming into a classroom and observing could be perceived in a different way. LC said there was no cold calling in terms of observation, this pilot has been entirely voluntary for those taking part.</p> <p><u>13.4 Permanisation</u> SOH asked for an update the current position with permanisations. KL said that information was provided to the SDDs but, unfortunately, within HR there was some misunderstanding regarding the data and so HR staff were having to start again from scratch. SOH asked for an update at the next JNC.</p> <p>Action: CSW to add Permanisation to the agenda for the next JNC meeting.</p> <p><u>13.5 UHI Teaching Qualification</u> DG queried if there had been any progress with this. LC said this was still being developed, but the College would need to evaluate this going forward. Last year, with TQFE, there was a conscious decision not to take this forward, but SMT hope the UHI Qualification would come on line sooner rather than later.</p> <p>SOH said that the GTCS registration required staff to have TQFE but she didn't think there had been a dialogue with UHI regarding this. As Perth College taught both FE and HE, this would mean that, for a number of staff, they would need to have TQFE and not just an HE qualification.</p> <p>SOH asked what the numbers of staff were who should have been taking the TQFE qualification. LC said it was approximately 18-20 staff. SOH said that if the UHI qualification was not ready would Management you look at allowing some of those staff to enrol on TQFE. LC said that this would be considered, if finances allowed for</p>	<p>CSW</p>

Item		ACTION
14.	<p>it. This was not something that Management aimed to remove as SMT were fully aware that staff would have to do complete some higher qualification and the College fully intended to work with EIS with regard to this. KL said she was a member of a UHI working group looking at the GTCS registration process and there had been only one meeting with GTCS so far. There were, however, issues for UHI, but KL said she would bring any information from this working group to EIS reps, to get their feedback.</p> <p>DG asked if there would be a bar on progression, when not providing these programmes. KL said there would be no bar on progression for those staff who had been proposed and not allowed to undertake the TQFE, and that progression would continue based on the normal completion timelines.</p> <p><u>13.6 Curriculum Review</u> SOH asked if there was any update on the Curriculum Review. LC said that SMT were looking to refresh the curriculum and thanked the staff for co-operating with this. There were areas making progress and others not so much. LC said it was hoped this would be completed in the next few weeks. Regarding staffing, LC said that the structures would need to be agreed so that the Curriculum Review could be completed. LC said he would ask CE to speak to EIS Reps about this and the current position.</p> <p>Acton: LC to ask CE to speak with EIS Reps regarding the current position with the Curriculum Review.</p> <p>AOCB</p> <p><u>List of Staff who Voted in the Vote of No Confidence</u> DG said that some members had approached him, after the vote of no confidence, who seemed to be under the impression that a member of SMT had been asking for a list of members who had voted this way. LC said he was not aware of this and would certainly ask SMT about that. However, he strenuously pointed at that at no time in SMT, when he has attended, has this ever been discussed. LC said he could categorically give EIS an assurance that he had not had sight of a list, or that he was aware that a list had been discussed. This was no list that SMT were acting on.</p> <p><u>Coronavirus</u> KL provided EIS Reps with a copy of the Business Continuity Plan. The website had been updated and the College was operating very much under the guidance of the Government and the Public Health Authorities. However, if members had any recommendations they wished to communicate, then SMT would be happy to receive them.</p> <p>SOH suggested there should be more visibility to students. LC said this was difficult because the College were being advised by the Government and Public Health Authorities and much of the information being given was to provide less information, not more.</p>	LC

Item		ACTION
	<p>The College had a civic responsibility not to spread panic. SOH said she had seen students coming out of toilets without washing their hands. KL said she was waiting for printed notices being made up, which would be displayed in all the toilets. The College was complying with everything being asked. LC said that there were a couple of thresholds shown in the plan, which were all subject to Government advice and this would then immediately be taken out of the College's hands.</p> <p>KL said she had sent EIS a copy of draft email that she was proposing to send out.</p> <p>KL indicated that if EIS had any questions on the Business Continuity Plan then they should feedback their comments soonest. Also, if Reps felt there should be any other information in the Plan, to let SMT know.</p> <p><u>Sickness Absence</u> KL handed out an HR document with sickness absence statistics and spoke to this.</p> <p>Overall the absences were at a high level of sickness absence this year, possibly to the levels of 2017-18. HR were continuing to work with managers on this.</p> <p>SOH queried if there would be a staff survey coming out soon. KL indicated that there had been a survey through HWL. However, a staff survey was being planned, but a date had not yet been set for this. LC said that there was Staff EG SLWG set up to look at questions for a staff survey, but this did not come to fruition. KL said that, going forward, there would be an HR led SLWG for this.</p> <p><u>Mandatory Training</u> KL referred to the mandatory training statistics and noted that they were much worse than expected. The College was very much behind with staff uptake of this training and this needed to be up in the region of 95-100% uptake. These figures only referred to the Marshalls training; there was still the training hosted on Blackboard that would need to be re-taken. LC said this was now an urgent matter and was leading to a situation of non-compliance by staff. These figures were showing that nearly 50% of the staff of the College were not being compliant in taking their mandatory training. The Board reviewed these statistics at their Board meeting yesterday (4th March) and have indicated to SMT that they are not happy with these statistics. SMT were now asking EIS to encourage their members to comply with this mandatory training. SOH said there were a number of issues, including not getting prompts to complete the training, then it was suddenly sprung on staff to get it completed by the end of February. Also, some of the material was seriously out of date and some of the legislation had been superseded. KL asked SOH to let her know which courses had not updated, in terms of legislation, or anything else that was wrong. LC</p>	

Item		ACTION
15.	<p>said staff will need to complete the mandatory training as soon as possible. KL said that when Management and the Board saw how extreme the figures were, it was felt something had to be done straight away.</p> <p><u>Car Parking</u> KL said that an email would be circulated to all staff and students regarding bad parking and that, potentially, if it continued, disciplinary action for significant repeat offenders would have to be taken. Built into the College policy there is a section relating to staff and students having to abide by College regulations. LC said that Goodlyburn Primary School had complained, multiple times, to the College and had now also complained to the police, that College staff and students were continually parking in their school car park.</p> <p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • 11 June 2020 <p>All meetings take place are at 3.00pm in room 019.</p> <p>Meeting End Time</p> <p>The meeting concluded at 16.30.</p>	

Joint JNC Meeting – 8th Consultation meeting - Summary

Note of Meeting held on Wednesday 15th January 2020, 1.00pm, Room 019

Present: Management Representatives

Katy Lees (KL), Head of HR & OD (Chair)

Dr Margaret Cook (MC), Principal

Lorenz Cairns, Depute Principal, Academic

Veronica Lynch, Vice Principal, External Engagement

Academic and Professional Staff Representatives

EIS-FELA

Declan Gaughan (DGa)

Elinor Moses (EM)

Daniel Thompson (DT), Area Officer, EIS-FELA

Unison

Jane Edwards (JE) (joining late)

Rob Reed (RR)

Winston Flynn (WF)

John Gallagher (JG), Senior Regional Officer, Unison FE

Employee Representative for Staff on Management Contracts

Dr David Gourley (DGo), Head of Learning & Teaching Enhancement

Apologies: None.

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
4.	<p>Review of Consultation Proposals and Counter Proposals Received from Staff and Unions</p> <p><u>Proposal 1: Electricity Usage</u> LC/KL to provide union reps with trend data on utility usage, along with dates when the current contracts end.</p>	Lorenz Cairns, Katy Lees	31/01/2020

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>KL welcomed everyone to the meeting.</p> <p>Due to the length of the meeting, KL proposed to take a break about 2.30pm/2.45pm.</p> <p>There were no Apologies.</p>	
2.	<p>Minute and Actions from previous meeting</p> <p>The minutes of the 7th Joint JNC meeting, held on 11th December 2019, having been circulated, were approved as an accurate reflection of the discussions that had taken place.</p>	
3.	<p>Matters Arising</p> <p><u>VS Scheme</u></p> <p>MC gave an update on the VS Scheme, that it had received outline approval by the College Board. The paperwork had then been completed, was signed off by UHI and was now with SFC awaiting their approval.</p> <p><u>Request for 'gap' Funding from UHI</u></p> <p>MC advised that she had received permission from the College Board to approach UHI to ask if they would provide the College with £600K to bridge the 'gap' in the College's funding for this year. MC had informally spoken with the Vice-Chancellor, ahead of making a formal request in writing. The informal response received from the Vice-Chancellor was that UHI would not be able to provide the</p>	

Item		ACTION
	<p>College with the £600K gap funding. However, MC said a formal letter, with a full response, would be forthcoming and may have more detail.</p> <p>JE asked if the College could approach the RSB for a loan. MC said that the RSB (Regional Strategic Body) was UHI and they had advised MC verbally that they would be unable to help, however, MC had not yet received the full written response from UHI. MC said that the difficulty with the loan was that it would have to be paid back and would not help going forward for future years. JE wanted to be assured that if UHI offered the College a loan, in their formal response letter, would SMT consider taking the loan, to give everyone more time to look in-depth at the College finances. MC said it would be the Board who would need to make that decision and that would depend on the contents in the letter from UHI. JE stressed that she wanted assurance that if the loan was offered, that SMT would take this to the Board. MC said the Board would expect an update from the request made so they would be aware of the contents of the letter once received from UHI. LC pointed out that taking a loan would not only delay matters, but would leave the College with the repayments to make next year, on top of still trying to make savings.</p> <p>JG asked if the College were still pursuing flexibility on the March deadline from SFC. MC confirmed SMT were trying to extend this deadline and would be discussing this with SFC. JG said there was a need to get an idea of the timeline for this as soon as possible, as time was passing quickly. MC said there were still some matters that needed to be in place before she could discuss this with SFC, but would do so as soon as she could.</p>	
4.	<p>Review of Consultation Proposals and Counter Proposals Received from Staff and Unions</p> <p>KL advised that 22 proposals had been received along with varying feedback/questions. JE asked if 22 proposals was all that had been received as, at a previous meeting, KL had referred to more responses than that and JE wanted to know if this was 100% of all the proposals. MC said that 22 actual proposals had been received, but there were other emails that had been received, with varying degrees of requests or questions. KL said the FAQs answered the other questions that had been received.</p> <p>JG said that Unison had submitted 3 proposals and it would be important that, from today's discussions, it was very clear the position both sides had in relation to the original management proposal. JG suggested using the original proposal as the basis of the Agenda for discussing the counter-proposals.</p> <p>A summary of the discussions is provided below.</p>	

Item	ACTION
<p><u>Proposal 1: Electricity Usage</u></p> <p>This proposal mentioned the lift and, specifically, that use of it was spiralling out of control and what measures could be put in place to control use and thereby make electricity savings.</p> <p>SMT response to this counter-proposal was noted at the end of the detail of the counter-proposal. This list of counter-proposals was in the document circulated to reps for this meeting. (Note: this list of counter-proposals will, hereinafter, be referred to as ‘the list’). It was noted that SMT had responded to each of the counter-proposals and their responses were noted at the end of each proposal detail.</p> <p>There followed a wide ranging discussion on the lift, its size, usage and possible savings. There was a short discussion about use of the lift and SMT advised that this had been brought up at EDIT meetings on two occasions and both times EDIT had agreed that there should be no ‘policing’ of the lift, as it was felt this could be discriminatory. SMT also indicated there was also no ‘service lift’ in the College, so the lift was also in use to take materials up and down the different levels</p> <p>JE asked about the electricity bill and if it was static, or had gone up or down over the years. LC said that utility bills were dealt with by Estates, which he line managed, and advised that there was usually an end of year summary which provided trend data and that this had been reviewed when the College were looking at non-staff cost savings.</p> <p>JE queried the fact that LC couldn’t provide the figures on the electricity usage to the meeting, particularly as he said it had been reviewed as part of making savings elsewhere. LC confirmed that these figures had all been looked at when SMT were reviewing what non-staffing savings could be made. However, he didn’t have those figures to hand for this meeting. MC pointed out that this was day to day business activity that was carried out all the time. However, through APUC, the College regularly reviewed all its suppliers and made changes for better deals as appropriate. JE reiterated that she would expect SMT to review this and was concerned that they didn’t seem to know these figures. MC reiterated that this was business as usual and dealt with on a daily basis by other managers in the College, SMT members could not be expected to keep day to day utility usage figures in their heads. JE said she would like to see some analysis of costs over the last 3 years. KL said that this information could be provided as well as a note of when the contracts end.</p> <p>Action: LC/KL to provide union reps with trend data on utility usage, along with dates when the current contracts end.</p>	LC, KL

Item	ACTION
<p>LC referred specifically back to this proposal regarding the lift and noted that it was not possible to monitor the lift electricity usage, as there was no way to extract out individual items of use around the College.</p> <p>DGa asked if there were other ways of saving electricity eg turning lights off in areas where there was no use. EM queried if there were any other options for the College that had been considered eg wind turbines for the College to generate its own electricity, or working with energy companies to find other solutions. MC said that these were avenues that could be investigated moving forward, but they may not, in the long run, save the College money.</p> <p>JG suggested it would do no harm to ask the Estates leads for their suggestions on ways of moving forward with saving on utility costs. DGo said he was aware that the Estates team had investigated this in the past and had also looked at what other colleges were doing. MC confirmed that there had been some proposals previously which were not viable for the College.</p> <p><u>Academic Proposals</u></p> <p>LC gave background on the proposals tabled, regarding the curriculum areas and that SMT were continuing to talk to academic staff to find the best option. Of the proposals submitted, LC said that they had not yet reached the most optimum solution.</p> <p>DGa asked if there was any indication which of the tabled proposals would save the most money. LC said that some outline costings had been done on these proposals. However, while investigating the costs it had soon become apparent that, probably, none of the proposals could be used. The key was the size of some of the areas and what it would take to efficiently manage these areas, without degrading the student experience.</p> <p>DGo said that it would be important to find a sustainable solution, so that the College didn't find itself in the same position, in a couple of years, of having to review the curriculum again. DGo said that the proposals seemed to be looking more operationally, rather than strategically. LC said the College was about to complete a recruitment exercise for students, for next year, and would look at the recruitment targets and this would then drive what was done. LC said that SMT were aware of various other initiatives, including the Government drive in STEM subjects. They know what the projected targets will be looking like for this coming year and this could shape what the groupings would look like. However, the other consideration would be future growth and LC said he wanted to make sure that the opportunity to grow was not reduced and these were the discussions that were taking place with curriculum areas.</p>	

Item		ACTION
	<p>LC also noted that the cuts that UHI wanted to make would also have to be taken into account, as they would make an impact on this process too.</p> <p>DGo asked if LC was looking at the change in delivery modes, particularly the way education was changing, to life-long learning and flexible delivery modes. LC said the delivery mode was different from the structure of management. This should be delivered through the curriculum review. MC said the 5 year trend analysis of numbers in some areas was quite frightening. The real challenge was the UHI price groups, as Perth doesn't teach in the higher price groups.</p> <p>JG referred back to the original SMT proposal and that this didn't break down the staff savings that would be made and urged management to consult with EIS regarding this and wanted to ensure that SMT did not become wedded to a position that hadn't previously been discussed. Unison would not accept all the pain of the losses coming from the professional services teams and wanted to know how the savings would also affect the Lecturing side. A massively important part of this current jigsaw was the layout of the proposals for the curriculum and the savings that could be made.</p> <p>LC advised that SMT were currently working on another proposal that had been received, but were not ready to share it yet. However, LC said that this new proposal was looking hopeful and it would be shared with reps as soon as it was ready.</p> <p>JE referred back to the discussion on pricing groups and asked for some further detail. MC explained what the pricing groups were and broke down some of the detail on how they worked and that they were for mainstream teaching, rather than commercial business. There followed further discussion between MC and JE regarding the pricing groups and targeting the higher price groups and bringing in students/business. VL said the whole purpose of the curriculum review was for it to align to local needs and to ensure the College's provision met local industry needs. She went on to give a broader explanation regarding how the College was addressing this. LC said that provision was also aligned to the SDS matrix for the region and DYW. The College's curriculum needed to be aligned to the needs for its region and the purpose of the curriculum review was to ensure that was the case.</p> <p>DGo said that the Academic Proposals seem to be based on student numbers, but was consideration also being made of the fact that staff would also be involved in delivering commercial and international income. It was more 3-dimensional than noted in the proposals because of this. DGo felt that the criteria being used needed to be more sophisticated. LC said that some of the Academic Proposals were abandoned because of those very same complexities. LC said that SMT were constantly reviewing the</p>	

Item	ACTION
<p>sector, retention rates and where the College was exceeding, and where it was struggling, and trying to ensure the curriculum was as efficient as possible.</p> <p>LC said that of the academic proposals on the table today, SMT were not likely to take any of them forward. He re-confirmed that SMT had received another proposal recently, which was not yet ready to be circulated, but would do so in the next couple of weeks.</p> <p>Meeting broke at 14.20 for a break.</p> <p>Meeting resumed at 14.40.</p> <p>JG referred to the teaching areas, whereby there was a national agreement between Unison and EIS-FELA, that senior academic staff could provide 9 hours teaching. JG said that it was important to make sure that normal terms for those posts applied, particularly for those on personal contracts, and that any new staff taken on would also be able to deliver those 9 hours teaching. Using these staff could, potentially, amount to an £80K saving. The NJNC agreement was that these posts deliver 9 hours teaching and, if utilised by the College, this could be a no-pain saving. JG felt this should be the first option to be implemented. MC pointed out Perth College doesn't have staff on personal contracts. However, there were a group of staff on management contracts. JG said, in terms of the sheer economics, using these 9 hours would be "a no-brainer".</p> <p><u>Proposal 22 - Business Development</u></p> <p>SMT's response on this counter-proposal, was noted on the list against this item.</p> <p>JG referred to management's response to this proposal and referred also to Unison's counter-proposal and the reasons for their counter-proposal.</p> <p>There was some discussion about line management of the various roles within Business Development and a more detailed discussion regarding the 'interim' post, as well as various options for this department.</p> <p>JG said that Unison felt that the posts management wished to remove were critical to College business and that there would be too high a price to pay in losing these staff. It was these postholders who were bringing in the business and JG thought that the monies that this section were generating would be precious to the College. He still thought that there were arguments for the Unison proposal.</p> <p>JE said that management should complete a cost comparison, as well as looking at the amount of money these staff were bringing in.</p>	

Item	ACTION
<p>These areas were also expected to be growth areas.</p> <p>JG said that he felt Unison needed further discussion on this proposal and would come back to management with a response in due course. JG felt that it was likely Unison would not be agreeing to management's proposal.</p> <p><u>Proposal 8 - ASW</u></p> <p>SMT's response on this counter-proposal, was noted on the list against this item.</p> <p>There was discussion regarding the counter-proposal and Unison felt they would want to meet with the staff mentioned in this proposal before further discussion with management.</p> <p>JE raised the issue of the ASW income and that ASW continued to make a loss. MC reiterated previous management assertions that the commercial side of ASW had not made a loss. VL explained that it was an accounting matter and an issue regarding how the figures were presented, which was an historic accounting matter. The accounts showed that all of the facilities costs, covering the whole of ASW, including teaching and commercial, were all noted in the against the commercial business of ASW. However, in reality the costs should be shared across the teaching and commercial parts of ASW. This was just the way the figures were presented in the accounts, but the commercial arm of ASW was making a profit.</p> <p>There was a discussion about future income from ASW memberships, particularly in light of cheaper competitors starting up in Perth and what effect that will have. MC felt that there was no comparison in terms of service and equipment on offer at ASW for the price and the cheaper alternatives. MC felt that it may be the case that some members may be lost, but in the long run they may well return.</p> <p>JG said that Unison would not sign-up to staff being employed from more expensive bank or agency staff. KL said that the current 'bank staff' used by the College were not agency staff, they were employed direct by the College. These bank staff also had the specialist training to look after the Climbing Wall.</p> <p>JG said that Union reps would need to have a further think about this counter-proposal and feedback to management in due course.</p> <p><u>Proposal 17 - ICT</u></p> <p>SMT's response on the counter-proposals, was noted on the list against this item.</p>	

Item	ACTION
<p>KL said that a number of counter-proposals for this area had been received.</p> <p>JG said that some of this had been raised in the original Unison submission, whereby Unison submitted an argument for these posts to be retained, given the specialisms in each area. JG expressed concern that it was obvious to staff who these individuals were, due to the posts being named in management's proposals.</p> <p>JG asked about the non-salary saving mentioned in a counter-proposal in relation to Reprographics. KL explained that the proposal mainly referred to changing the equipment. KL said management wanted to review this proposal further, in particular the contracts for the equipment.</p> <p>LC said there was commonality with the 5 counter-proposals received from ICT team members and welcomed this.</p> <p>DGo referred to the incoming digital strategy and that it was likely more functions would be digitised in the future, he thought it would be short-sighted if this team should be cut, particularly if, going forward, this was an area of increasing use. KL said the proposals received were positive counter-proposals. WF gave some background to the counter-proposals.</p> <p>There followed a lengthy discussion about the various roles with IT and the various counter-options and how any changes might work.</p> <p>MC said that there was considerable information from staff in this area, which management appreciated, but would need to give further consideration to.</p> <p>JG said that if there was a need to have specific meetings and discussions, even with specific staff, then Unison would be happy to do this.</p> <p><u>Proposal 18 - DTP</u></p> <p>SMT's response, on the counter-proposals, was noted on the list against this item.</p> <p>KL said she had received some extensive feedback from within, and outside, the team. However, SMT's view remained the same as originally.</p> <p>JG pointed out that EIS had also commented on this, eg in terms of time for proof reading, particularly around exam time, which Lecturing staff wouldn't have the time to do. JG said that SMT have described this team as a luxury, but both unions thought it would be important to retain this team. SMT said that many institutions no</p>	

Item	ACTION
<p>longer have these roles.</p> <p><u>Proposal 20 - Learning Resources</u></p> <p>SMT's response, on the counter-proposals, was noted on the list against this item.</p> <p>KL indicated that this counter-proposal suggested merging roles to create one new role. However, SMT's viewpoint was that the roles mentioned to be merged, needed to have very specific skillsets and, due to predicted future work, it would be important to maintain those skillsets.</p> <p>There followed a detailed discussion on the pros and cons and the logic of merging of these roles, the skillsets required for each role and whether anything would be workable.</p> <p>SMT didn't think the suggested merger into one combined role would work.</p> <p>Unison argued that there was a certain logic to the suggestion and thought it would be worth considering.</p> <p>VL said if these roles were combined, under one new role, then it would make it more difficult to recruit someone who would have both these skillsets and it would considerably narrow the field of candidates.</p> <p><u>Proposal 14 - Estates</u></p> <p>SMT's response, on the counter-proposals, was noted on the list against this item.</p> <p>KL said that positive feedback had been received.</p> <p>LC said that SMT acknowledged the work of the Estates Team. However, SMT were still happy with their original proposal in regard to this team.</p> <p>There was a detailed discussion about SMT's original proposal and Unison argued that, due to the future work for Estates, that SMT had mentioned earlier in the meeting, management would need continuity of support and now was not the time to make changes. There continued further, ranging, discussion regarding this proposal.</p> <p>JE said that if DTP were also being removed, she felt there needed to be a much more detailed review of these postholders' other duties to see if any of their 'other aspects' could be removed.</p> <p>KL moved the meeting on to other parts of the SMT proposal.</p>	

Item	ACTION
<p>JG read out the Unison response and said they would be concerned that work, previously carried out by more senior staff, would be cascaded down to staff who would be doing the same work but for less money.</p> <p>There was a discussion about the nature of the duties of the new roles going forward and MC said the roles would be job evaluated using the College's internal job evaluation process. JG said that Unison had circulated a notice advising Colleges that they should be waiting to use the new, national, evaluation processes for new posts. MC said that the College couldn't advertise any new jobs without having them evaluated and waiting for the national process to be implemented could take years. MC confirmed that the College continued to use its internal Job Evaluation process, supplied by Northgate, and the College had, in fact, extended the contract with Northgate to allow for continued use of their software.</p> <p>JG said that they might need some more detailed discussion regarding these roles.</p> <p><u>Proposal 15 - Curriculum Admin Team (CAT)</u></p> <p>SMT's response, on the counter-proposals, was noted on the list against this item.</p> <p>There was a discussion about the submissions and there seemed to be a discrepancy between SMT's and Unison's interpretation of the submissions, as both had read them slightly differently.</p> <p>LC indicated that this team were interdependent upon the curriculum structure and LC said he would want to bring the curriculum proposal, which he was currently reviewing, to union reps and then, after that, a further discussion to take place on the CAT proposals.</p> <p>JG said the key issue was the de-centralisation of the team.</p> <p>KL said that SMT's interpretation of the submissions was that the team were supportive of a de-centralised structure, but Unison seemed to indicate that the team did not want to be de-centralised. KL said that SMT would, therefore, need to take some time to re-consider these counter-proposals.</p> <p>JE said Unison were concerned about putting people "into silos" and there would then be the loss of flexibility within the team to be moved around the curriculum areas, when there were staff shortages etc. KL said SMT recognised this, but there needed to be an expansion of a flexible culture across the College, so that support could be moved where it was needed. SMT will review the submissions again, to clarify matters and respond to Unison after</p>	

Item		ACTION
	<p>this had been done. LC pointed out that most of the admin team were already in-situ, for example the team had an office in the Goodlyburn building. JG said this was also about systems and quality control.</p> <p><u>Proposal 16 - Student Records</u></p> <p>SMT's response, on the counter-proposals, was noted on the list against this item.</p> <p>JG said that the union had argued strongly to keep these posts, particularly as they had only recently been created, as well as for the expertise of the postholders.</p> <p>There was a detailed discussion on the counter-proposals, with Unison arguing that it was not good practice to create jobs and then, within a year, make them redundant</p> <p>LC said that SMT acknowledged the comments, but the counter-proposals did not give the savings that were needed. SMT's conclusions remained the same. Having said that, SMT will review this again.</p> <p>There followed a wide-ranging discussion about the proposal and the efficiencies being suggested, which would potentially give some savings. KL said SMT would go back to the staff and clarify this.</p> <p><u>Proposal 21 – Student Engagement Team</u></p> <p>KL advised that SMT needed a bit more time to review this counter-proposal and would feedback to the unions after that.</p> <p><u>Other Counter-Proposals</u></p> <p>JG said union reps would take away the other proposals and return comments on these before the next meeting.</p> <p>JG said there was a need to finalise the proposals discussed and to do some costings around these savings and to investigate if the recurring savings would change, in light of the counter- proposals.</p>	
5.	<p>Voluntary Severance Proposal</p> <p>KL noted that MC had provided an update on this in item 3.</p> <p>JG said he was concerned that, if a point was reached where there was some agreement, around amended recommendations from the original SMT proposals, the VS procedure might throw up a whole series of random requests from staff, who wished to go. Even if they met the criteria, it may mean that Unison would argue that these</p>	

Item		ACTION
	<p>posts would need to remain for functional reasons.</p> <p>JG said it seemed clear that all the savings SMT originally hoped to make were not going to be met by these proposals. As a result, JG felt that SMT would need to meet some of the savings from the VS requests that might come forward from staff in other areas. JG said the union would need to look carefully at these requests and if the removal of posts would affect remaining staff.</p> <p>MC referred to the leaving members of staff in Student Services and Finance and indicated that there would be a normal consultation exercise held in regard to these departures.</p>	
6.	<p>Any Other Business</p> <p><u>Risk Assessment</u> JE said she would feedback to management on the Risk Assessment that had recently been circulated to reps.</p>	
7.	<p>Date and time of next meeting:</p> <p>Friday 31st January 9-12.</p>	
	<p>Meeting ended at 16.30.</p>	

PERTH COLLEGE UHI

Joint JNC Meeting – 9th Consultation meeting

Note of Meeting held on Friday 31st January 2020, 09.00am, Room 019

Present: Management Representatives

Katy Lees (KL), Head of HR & OD (Chair)

Dr Margaret Cook (MC), Principal

Lorenz Cairns, Depute Principal, Academic

Veronica Lynch, Vice Principal, External Engagement

Academic and Professional Staff Representatives

EIS-FELA

Declan Gaughan (DGA)

Elinor Moses (EM)

Daniel Thompson (DT), Area Officer, EIS-FELA

Unison

Rob Reed (RR)

Winston Flynn (WF)

John Gallagher (JG), Senior Regional Officer, Unison FE

Employee Representative for Staff on Management Contracts

Dr David Gourley (DGO), Head of Learning & Teaching Enhancement

Apologies: Jane Edwards (JE)

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
2.	Minute and Actions from previous meeting KL to circulate a summary minute to committee members for approval.	Katy Lees	ASAP
4.	Review of Consultation Proposals and Counter Proposals Received from Staff and Unions <ul style="list-style-type: none"> KL to provide a collated list of all the jobs mentioned in both management proposal and counter-proposals, that were potentially under threat of being removed. KL to include some financial information regarding the savings for each post, if possible. The list to be circulated to meeting members by Friday next week (7th February). KL to try to get some information regarding the academic proposals to union reps by next Friday (7th February). MC to draft a communication to staff with regard to the VS Scheme and pension strain costs. 	Katy Lees Katy Lees Margaret Cook	07/02/2020 07/02/2020 ASAP

Minutes

Item	ACTION
1. Welcome and Apologies KL welcomed everyone to the meeting. Apologies were noted.	
2. Minute and Actions from previous meeting The minutes of the 8 th Joint JNC meeting, held on 15 th January 2020, having been circulated, were approved as an accurate reflection of the discussions that had taken place. KL noted, and it was agreed by the committee, that these minutes would remain	

Item		ACTION
	<p>confidential to this group.</p> <p>KL said that because there was a lot of detail in the minute regarding individual members of staff, she proposed that a summary minute was published for staff to see. JG noted that management's original proposal listed individual posts, which it was obvious to everyone who was being referred to. KL said that the minute also included discussions on the counter-proposals, where individual roles were mentioned and she felt it would not be appropriate to have the minutes open for all staff to see these references. KL proposed to circulate a summary minute to committee members for their approval. Members agreed to have summary minutes.</p> <p>Action: KL to circulate a summary minute to committee members for approval.</p>	KL
3.	<p>Matters Arising</p> <p><u>Proposal 1: Electricity Usage</u></p> <p>KL tabled a document providing trend data on utility usage, along with dates when the current contracts end.</p> <p>MC advised that the College was part of the APUC framework and this enabled the College to obtain best value for all contracts. KL also indicated that there was a member of staff from APUC on campus, working with the College on procurement.</p> <p>DGO commented on the document, as it mentioned Morris Court and Kinross LC (KLC), and queried if these premises were now off the College books. MC said that Morris Court had now been sold, but there had been an issue with KLC, due to a crack in the building and underpinning work having to be undertaken before the premises could change hands. The work was due to commence shortly and should be completed by mid to end March. JG queried this and asked if this was unforeseen. MC said it had only come to light when the building had been surveyed during the selling process. MC advised that the College had permission from SFC to retain the monies from the sale of the property, to use this for capital spend. This was due to the premises being sold to a charity. If a commercial bid had been accepted, then the College would not have been able to retain the capital receipt.</p> <p>DGA referred to the nearly £50K saving on electricity, between 2017 –2019 and asked if this was costs. MC said this was saving in terms of utility provider and the fact that there had been a campaign within the College to encourage staff to switch utilities off.</p> <p><u>Gap Funding</u></p>	

Item		ACTION
	<p>MC referred to the previous discussion regarding approaching UHI to assist with the funding gap. The answer from UHI was that they had no mechanism for them to provide funds to the College to assist.</p> <p><u>VS Scheme</u></p> <p>MC indicated that, while UHI had signed off the request for the VS Scheme, the College had not yet received permission from SFC.</p> <p>The College was also about to start a separate consultation process with Unison in regard to the Student Services Department. This was in light of the Student Services Manger leaving the College and so were now taking the opportunity to review staffing in this department.</p> <p>Further to previous discussions, MC said that HR would now advertise the Finance Director (FD) and Head of Estates posts. WF queried if the FD role would be an SMT, or CMT, role. MC said that the role had not yet been scoped, but it would likely be an SMT role.</p> <p>MC tabled a document with a list of current vacancies within the College and advised that these were on hold due to the consultation process.</p> <p>JG asked if there was any indication of a timeline from SFC as to when they would provide an answer on the VS scheme. MC said there was no indication as yet, but she would continue to put pressure on them.</p> <p>JG queried if the review of the Student Services Team was intended to be a savings exercise. MC said it was the intention to take some savings out of the process.</p> <p>JG referred to the two Estates roles which were noted on the vacancy list and queried if the other Estates roles were still part of this consultation. MC confirmed they were.</p> <p>EM asked about the academic proposals. LC said he was still looking at proposals and referred to one proposal which was suggesting the number of minutes in a teaching session be reduced. EM asked how this would work if courses required a set amount of teaching time. LC said there was the possibility that the number of weeks could be extended. LC made clear that this discussion was confidential, as nothing had been set in stone and options were still being looked at and costed out to see if there was any savings to be made. DT expressed concern about extending the number of weeks, as this could have implications regarding staff leave etc and was concerned if this was forced on staff. LC said he would not want to impose anything on anyone.</p>	

Item		ACTION
	<p>JG said that this process started as an exercise to find savings and he expressed concern that, at the moment, it appeared all the savings would be made by cuts in the professional services teams. It would therefore be important that the academic proposals were bottomed out to see where savings could be made there. JG referred to the discussion at the last meeting re national agreements for senior staff to provide 9 hours teaching. He said that consultations couldn't continue without there being further discussion about the academic structure, albeit alongside discussions about the professional services. LC said he was stilling looking at viable academic options.</p>	
4.	<p>Review of Consultation Proposals and Counter Proposals Received from Staff and Unions</p> <p>KL said management would welcome any further feedback from representatives on the proposals.</p> <p>JG suggested that it might be a good idea to draw up a list of all the jobs which were under consideration for being cut, in the original proposal, along with those in the counter-proposals, which would give everyone a view of which jobs needed to be discussed. JG felt that it would also give a better idea of which jobs management and unions felt were 'red lines' – those jobs that remain in real jeopardy - and which there might be agreement on.</p> <p>JG said that Unison had hoped the VS package would run in parallel with the consultations and that would provide redeployment opportunities, or other jobs, that were operational critical which would be alternative savings. Unison's concern was that there was still a list of people who remained in jeopardy and it was this that they wanted some clarity on.</p> <p>MC said she agreed in part with JG's comments but, in terms of sequence, she was disappointed that the VS Scheme had not yet been approved. However, the VS would need to be approved before getting to the point of removing roles. MC said they had hoped to get the vast majority of savings from VS, but there was a timing issue in regard to what will come from other staff coming forward. JG said he didn't disagree with this, but the timing was important particularly as the original timescale was working to the end of March and we were now already into 2020.</p> <p>MC said many people were looking at this in terms of pension and the College had to get the strain costs and that in itself would take time. Staff who had been identified also don't know what's happening. JG said this was why Unison wanted to have clarity, from the original management proposal; which jobs may well go and which others were under consideration and which others that were a red line for the College. JG said that what he was trying to avoid</p>	

Item		ACTION
	<p>was getting to a point at the end, long after the consultation process, that there was a quick final process where jobs would be going and the unions would not have any time left to defend them. MC said she understood this, but management were also conscious that only partial savings would be made this year.</p> <p>JG referred to the senior management posts which management had already said they were decided on and said that Unison might agree to this, even though they had proposed alternatives. JG said managements arguments for these posts made sense.</p> <p>JG referred to his idea, just mentioned, of producing a collated list of jobs which were potentially at risk. JG suggested this could be done outwith the meeting, circulated, then everyone would meet again in a couple of weeks to discuss. MC said that management could produce this table for Friday of next week. KL said there would need to be a caveat, regarding the academic side, as this had not yet been finished. JG agreed and said he understood this. JG agreed with the previous discussion, regarding keeping matters discussed at these meetings confidential.</p> <p>MC proposed that the list of jobs should start with those noted by management in their original consultation proposal, to which should be added the jobs listed in the counter-proposals. JG suggested adding in columns for management to indicate their position, and space for the unions to indicate their position, against each job, with a final column for decisions. MC said she could get this list to union reps by next Friday. MC said a note would be added for the academic staff, something around the hours. JG said he was happy with this. JG said it would also be helpful if some financials could be inserted beside each job as there had not really been any detail about the savings management expected to make for each of the posts being removed. KL said the difficulty with this was that if any staff were redeployed, their salary was conserved for 4 years, so it wouldn't show any savings. JG said he felt management could give some guidance on this. KL said she would do what she could to provide this information.</p> <p>Action: KL to provide a collated list of all the jobs mentioned in both management proposal and counter-proposals, that were potentially under threat of being removed. KL to include some financial information regarding the savings for each post, if possible. The list to be circulated to meeting members by Friday next week (7th February).</p> <p>JG asked if management had any further thoughts on the hours senior staff have for teaching. MC said that in terms of teaching hours, if you factor in additional teaching, what effectively would come out at the end of this was fewer fixed term contracts. The danger of doing this was not having the flexibility in subject expertise</p>	<p>KL</p>

Item		ACTION
	<p>in the curriculum. MC said that care needed to be taken to balance this and that the College did not want to find itself in a position of not being able to deliver the curriculum. KL advised that the staff JG was referring to were on management contracts, not promoted academic contracts. JG said that if these people were on NJNC contracts, with the teaching aspect, this would provide savings. He referred to a couple of other colleges where staff had been taken off management contracts and moved onto NJNC contracts and if Perth did this it could save money. MC pointed out that Perth did not have the large staffing cohort, that some of these other colleges had, to enable these kinds of savings. Perth only had a handful of staff that this would affect; they were also beyond level 3 salary and there was no national agreement that would fit for these staff. JG asked for confirmation that these staff were not covered by the NJNC contracts. MC confirmed this was the case and that there was nowhere for them to go in terms of NJNC contracts. MC said that senior staff at Perth don't have personal contracts; it was a collective group of management contracts. These staff had no expectation of teaching in their current roles.</p> <p>LC discussed the options for the various academic levels, what level different staff were on and that any changes would be compounded by salary conservation of 4 years.</p> <p>Action: KL to send the information regarding the academic proposals to union reps if possible by next Friday (7th February).</p> <p>There was a discussion about when next to meet and it was agreed the next consultation meeting would take place on Thursday 20th February at 2.00pm.</p> <p>JG asked to be reminded of the VS Scheme fund amount and MC gave an approximate figure.</p> <p>DGO referred to the discussions on the curriculum review and queried if this would have an impact on savings. LC said this was currently happening and DGO should be involved in this.</p> <p>DGO queried MC's earlier comment regarding SFC approval for VS and asked if that was approval to run the VS scheme. MC confirmed it was. DGO asked when MC would find out that this timeline could be extended. VL said the Finance & Audit committee was on 11th February, so this was the window of time internally, but SFC were still required to answer the question. DGA queried what would happen if SFC refused to extend the time limit to use the money. MC said she thought this would be highly unlikely as there was no rationale for SFC to maintain that position, but this was what the College would have to debate with SFC. JG asked if there were temporary arrangements in place for those staff who were 'acting' up and wondered if it was possible to list those posts as well. MC said</p>	KL

Item		ACTION
	<p>that what was likely to come out of the staffing model were those temporary positions, but this would be where the needs of the curriculum would have to be balanced.</p> <p>MC wished to float an idea to representatives with regard to the pension strain and the time that it takes for pension schemes to respond. MC wondered if reps would agree to management approaching staff to query if they might be interested in the VS Scheme, and might be eligible for early pension, that the College would then start the process of seeking the strain costs from the pension provider. JG pointed out that individuals were entitled to do this anyway. MC said that this would not give the strain costs and would not give the College the information they needed. KL said this would be an entirely confidential process and it would mean the College would then have the pension information should the staff member subsequently wish to formally apply for VS. JG said that the VS was a management scheme and Unison's position was that they did not want any jobs to go. However, if management wished to do this, they would not have any objection, but would caution the wording of any communication, in that it would need to be worded carefully. JG agreed it would have the benefit in managing the process in "getting ahead of the game". However, he felt that staff expectations might be raised only to be dashed later. MC said she thought the process had reached that point anyway, as there were already members of staff approaching to ask about VS. KL said that the pension provider could take up to 12 weeks to respond. VL said that the pension team for the local Government scheme would be providing a session at the next Staff Conference in February.</p> <p>MC suggested management draft a set of wording around this communication.</p> <p>Representatives agreed with this approach.</p> <p>Action: MC to draft a communication to staff with regard to the VS Scheme and pension strain costs. The draft communication to be circulated to union reps for approval, prior to distributed to staff.</p> <p>EM said EIS had been receiving queries from members who were really worried about what the possible new curriculum model would look like. LC said he was looking at everything and taking thoughts and ideas from staff. He said he did not want to do anything that would affect the student experience and he wanted to protect core business. This was why time was being taken to look at various options.</p> <p>KL advised that the consultation email box was still open for anyone with suggestions or comments.</p>	MC
5.	Voluntary Severance Update	

Item		ACTION
	Discussed in earlier items.	
6.	Any Other Business None.	
7.	Date and time of next meeting: Thursday 20 th February, 2.00pm, in room 019.	
	Meeting ended at 10.11.	

DRAFT

Finance and General Purposes Committee Terms of Reference⁶

Membership

Chairman (ex officio).
Vice Chairman (ex officio).
Principal (ex officio).
No fewer than 2 other Board of Management members.

In attendance

Depute Principal (Academic)
Vice Principal (External)
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

Updated by Committee - 04 December 2019 (to reflect amended job roles)