

Finance and General Purposes Committee

Agenda

Meeting reference: F&GP2020-21/01

Date: Monday 21 September 2020 at 5:00pm

Location: Online

Purpose: Scheduled meeting

- * Denotes items for approval or 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 27 May 2020		Chair	Paper 1
5	Actions arising from previous minutes			
6	Financial Performance & Budgets			
*6.1	Perth College Financial Update: Year to 31 July 2020	Director of Finance	Director of Finance	Paper 2
*6.2	COVID Support for Colleges and Universities	Vice Principal (External)	Vice Principal (External)	Paper 3
7	Procurement			
*7.1	Tay Cities Deal/Aviation Academy – Contract Strategy	Procurement Manager	Vice Principal (External)	Paper 4

*8	Estates			
8.1	Estates Update	Head of Estates	Depute Principal (Academic)	Paper 5
*8.2	Five-a-Side Football Pitches - Business Case	Head of Business Development	Vice Principal (External)	Paper 6
9	Human Resources			
9.1	HR Update	Head of HR & Organisational Development	Head of HR & Organisational Development	Paper 7
10	Compliance & Reporting			
*10.1	Risk Register – F&GP	Clerk	Clerk	Paper 8
11	Committee Minutes (for noting by Committee)			
11.1	JNC Support Staff <ul style="list-style-type: none"> • 11 June 2020 			Paper 9a
11.2	JNC Lecturing Staff <ul style="list-style-type: none"> • 11 June 2020 			Paper 9b
11.3	JNC Budgetary Meetings <ul style="list-style-type: none"> • 22 June 2020 • 20 August 2020 • 01 September 2020 			Paper 9c Paper 9d Paper 9e
12	Date and Time of next meeting <ul style="list-style-type: none"> • Monday 30 November 		Clerk	
*13	Review of Meeting (Committee to check against the Terms of Reference to ensure all competent business has been covered)			Paper 10

Finance & General Purposes Committee

DRAFT MINUTES

Meeting reference: F&GP 2019-20/04

Date and time: Wednesday 27 May 2020 at 5:30pm

Location: Online

Members present: David Littlejohn, Board Member
Brian Crichton, Board Chair
Craig Ritchie, Board Member
Debbie Hutchison, Board Member
Katrina Hodgson, Board Member
John Dare, Board Member (Staff)
Margaret Cook, Principal

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

Apologies: Amy Studders (HISA Perth President)

Chair: **David Littlejohn**

Minute Taker: Ian McCartney

Quorum: 3

Summary of Action Items

Ref	Action	Responsibility	Time Line
5	10 – Policies Amended policy to be aligned with Terms of Reference and Schedules of Delegation within Governance Manual to be tabled at June Board Meeting	Clerk	June Board
10.1	Risk Register Concern was raised over some Residual Risk scores being greater than the Gross Risk score in that area. Clerk to amend as appropriate	Clerk	June Board
10.1	Risk Register Review Risk 25 given current circumstances affecting AST.	Clerk	June Board
11.1	Whistleblowing Policy Update amendments as notified prior to publication of Policy	Head of HR	ASAP

Minutes:

Item		Action
1	Welcome and Apologies The Chair welcomed everyone to the meeting, and introduced Financial Accountant to the meeting. Apologies were received from Amy Studders, HISA Perth President.	
2	Additions to the Agenda There were no additions to the Agenda	
3	Declaration of Interest in any Agenda Item There were no declarations of a conflict of interest.	
4	Minutes of Meeting held on 04 March 2020 Pending corrections to some minor typographical errors, the Minutes were accepted as an accurate record.	
5	Matters Arising from Previous Minutes	
	<u>6 – Estates Update</u> Action: Depute Principal (Academic) to prepare brief based on Paper 3 for a competitive procurement process re Estates Strategy, inclusive of options appraisal. Action Update: On Agenda – Item 7.1 <u>9 - HR Update</u> Action: Progression Plan re mandatory training to be presented to next F&GP meeting Action Update: Response covered under Item 9.1 <u>Ref 9 - HR Update</u> Action: Investigate useful comparators for staff turnover analysis Action Update: Response covered within Item 9.1 <u>10 - Policies</u>	

	<p>Action: Corrections and amendments re Procurement Strategy to be advised to APUC</p> <p>Action Update: Completed</p> <p><u>10 - Policies</u></p> <p>Action: Align amended policy with Terms of Reference and Schedules of Delegation within Governance Manual</p> <p>Action Update: To be tabled at June Board Meeting</p> <p><u>11 - Review of Risk Register</u></p> <p>Action: Update minor amendments against Risks 5, 6, 7 & 9.</p> <p>Action Update: Completed</p>	Clerk
6	Financial Performance	
6.1	<p>Perth College Management Accounts – 9 months to 30 April 2020</p> <p>Interim Head of Finance presented Paper 2 for information and noted key point of £604k deficit position, this being £306k ahead of budget. In addition, Interim Head of Finance noted that, despite tuition fee income and other Funding being well down on budget, overall position reported Income as £64k ahead of budget YTD.</p> <p>Chair commended layout as being much more useful in terms of presentation for use by the Committee.</p> <p>Principal noted that Colleges had been encouraged to spend Estates monies where possible, connected with return to work procedures.</p>	
6.2	<p>Mid Year Return 2019/20</p> <p>Financial Accountant presented Paper 3, which is an iteration of the previous Return and considers impacts of COVID-19 and the latest underlying assumptions, and provides an adjusted operating position. A conservative position had been adopted re ESIF funding in case clawback is required.</p> <p>Chair noted that the Paper is a sobering one, but the same impacts will be felt across the Sector.</p> <p>Chair of Board queried whether guidance had yet emerged from Government and/or Funding Council re deficit positions. Principal responded that no guidance had yet been issued regarding deficit positions for 2019/20 accounts or 2020/21 budgets.</p>	

	<p>Committee recognised that the College remains in uncharted waters and awaits further guidance and instruction from Government and Funding Council on these issues.</p> <p>Board Member requested clarification around items 1.24 and 1.34. Financial Accountant noted that error in 1.24 goes back to an incorrect entry in previous year's budget which is rather small therefore possibly not picked up at the time. The collaboration referred to in 1.34 relates to the new Symmetry system allowing local budget holders to view relevant information.</p> <p>The Mid Year Return was APPROVED.</p>	
6.3	<p>Perth College Indicative Budget 2020/21 & Future Financial Forecast – CLOSED ITEM</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
6.4	<p>National Insurance Settlement – CLOSED Item</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
6.5	<p>AST Management Accounts: 9 months to 30 April 2020 – CLOSED ITEM</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
6.6	<p>AST Business Plan 2020/21 – CLOSED ITEM</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

	<p>[REDACTED]</p> <p>[REDACTED]</p>	
7	Estates	
	<p>7.1 Estates Strategy</p> <p>Depute Principal summarised Paper 8 which provided a brief for use by architects pulled together by consultants who would not be tendering for the project. Depute Principal noted the pros and cons of pursuing such a strategy at the current time.</p> <p>Board Member asked if there was space in the budget for the tender work, which would likely be fairly significant. It was noted that the Procurement team would be able to advise on the likely budgetary requirements.</p> <p>Board Member suggested that the brief should take account of future-proofing around the recent pandemic, eg socially-distanced toilets, etc.</p> <p>Board Chair enquired about any potential indications from the Council re Goodlyburn Primary School. Following further discussion, it was AGREED that consultants should seek to clarify situation with Council before progressing.</p>	
7.2	Estates Update	
	<p>Depute Principal summarised Paper 9, highlighting the preparatory work being done on requirements for restart procedures across the campus, and noting that a Short Life Working Group had been pulled together to take this work on.</p> <p>Board Member enquired whether the digital estate was coping. Depute Principal noted the significant numbers of laptops distributed to students, but advised that digital poverty was a clear factor. Vice Principal noted that capital funds were being sought from SFC for digital capital for next academic session.</p> <p>Principal noted that clarification is required on what capital monies from sale of Kinross property can be spent on.</p>	
8	Procurement	

<p>8.1</p>	<p>Procurement Extension Proposals</p> <p>Vice Principal summarised proposals for extensions to contracts for Catering, Finance and Internal Audit, as briefed in Paper 10, noting that all 3 proposals comply with guidelines from Audit Scotland.</p> <p>Board Chair sought clarification on Finance System upgrade. Vice Principal noted that there were 2 elements within the proposal, ie a platform fee and a 1-off software cost, and that the Value For Money assessment had indicated that the improvements made would result in the upgrades paying for themselves within 12 months due to cost savings. Vice Principal further noted that a request had been submitted to UHI under the terms of the Memorandum of Understanding and feedback was awaited – should anything be raised via this process, Board will be advised.</p> <p>Vice Principal informed Committee that the proposals would not impact on the assessment of the TechOne option available via UHI, and would help to ensure that the bar was raised at Perth College with respect to functionality.</p> <p>The proposals laid out in Paper 10 were APPROVED.</p>	
<p>8.2 8.3</p>	<p>Residences Contract Tender & Insurance Tender</p> <p>Depute Principal advised that 1 organisation had tendered for each project and that the Procurement team were currently evaluating these bids.</p>	
<p>9</p>	<p>Human Resources</p>	
<p>9.1</p>	<p>HR Update</p> <p>Head of HR & Organisational Development presented Paper 13, highlighting that mandatory training figures were now all above 72%.</p> <p>Board Member enquired whether staff turnover figure was of concern. Head of HR advised that this figure was below sector average due to impact of nature of contracts offered within sector.</p>	
<p>10</p>	<p>Compliance</p>	
<p>10.1</p>	<p>Review of Risk Register</p> <p>Committee reviewed items on Risk Register within the remit of the Committee.</p>	

	<p>Concern was raised over some Residual Risk scores being greater than the Gross Risk score in that area. Clerk to amend as appropriate</p> <p>Board Member highlighted need to review Risk 25 given current circumstances affecting AST.</p>	<p>Clerk</p> <p>Clerk</p>
11	Policies & Procedures	
11.1	<p>Whistleblowing Policy</p> <p>Head of HR presented Paper 15, which formed part of a standard review of all policies and procedures.</p> <p>The following items were noted for correction within the document:</p> <ul style="list-style-type: none"> * Section 6 – bullet point should be a separate paragraph, and clarification required re hierarchy of decision-making; * Contact details referring to Clerk to be amended to generic email address <p>Subject to these amendments being made, the updated Whistleblowing Policy was APPROVED</p>	<p>Head of HR</p>
12	<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) 	
13	<p>Date & Time of next meeting</p> <p>Meeting date tbc, pending Board approval of the full Committee Schedule for 2020/21</p>	
14	<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 6.3, 6.4, 6.5 & 6.6**

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 2018. 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 No. 2

Committee	Finance & General Purposes Committee
Subject	Perth College Financial Update – Year to July 2020
Date of Committee meeting	21/09/2020
Author	Iain Wishart, Director of Finance
Date paper prepared	14/09/2020
Executive summary of the paper	This presentation provides a high-level summary of College finances for the year to July 2020, and future forecasting, in advance of the preparation of full management accounts. Additional narrative will be provided once available.
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)	Yes / No
Risk implications (If yes, please provide details)	Yes /No Click or tap here to enter text.

Perth College UHI

<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>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>Non Confidential</p>

Perth College UHI

Freedom of information	Yes/ No
Can this paper be included in "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.

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

and

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

Finance & General Purposes Committee

Financial Update



University of the
Highlands and Islands
Perth College

September 2020

Perth College Income & Expenditure FY 2019-20

(excluding AST)

Perth College Income & Expenditure FY 2019-20 (excluding AST)

£K	19/20 Act	19/20 Bud	18/19 Act	19/20 Act v Bud	Act 19/20 v Act 18/19
Funding Council Grants	15,336.0	16,061.0	16,158.0	(725.0)	(822.0)
Tuition Fees	3,835.0	3,924.0	4,566.0	(89.0)	(731.0)
Research Grants	275.0	118.0	652.0	157.0	(377.0)
Residences & Catering	913.0	1,190.0	1,104.0	(277.0)	(191.0)
Other Income Generating	1,267.0	1,493.0	1,463.0	(226.0)	(196.0)
Other Income	1,169.0	1,098.0	1,779.0	71.0	(610.0)
Total Income	22,795.0	23,884.0	25,722.0	(1,089.0)	(2,927.0)
Staff Costs	17,575.0	17,907.0	17,215.0	332.0	(360.0)
% Income	77.1%	75.0%	66.9%	-2.1%	-10.2%
Non Staff Costs	5,762.0	6,492.0	6,840.0	730.0	1,078.0
% Income	25.3%	27.2%	26.6%	1.9%	1.3%
AOP Surplus/(Deficit)	(542.0)	(515.0)	1,667.0	(27.0)	(2,209.0)
Still to Be Added/Reconciliations					
Holiday Accrual	(300.0)				
CBP			(412.0)		
Closing AOP Surplus/(Deficit)	(842.0)	(515.0)	1,255.0	(327.0)	(2,097.0)

Year end checking and reviewing is still going on and there is still one key journal to conclude on, Holiday Accrual.

Although the Full Year projected deficit of £(842)K was higher than budget it is better than the mid year projected deficit of £(1.2)M

The most significant saving on No-Staff Costs compared with last year was Equipment & Materials which was £458K lower than 18/19.

AST Income & Expenditure FY 2019-20

AST Income & Expenditure FY 2019-20

£K	19/20 Act	19/20 Bud	19/20 Act v Bud
Tuition Fees	1,448.8	2,102.6	(653.8)
Other Income	47.7	1.0	46.7
Travel & Sundry Recharges	16.0	60.0	(44.0)
			0.0
			0.0
			0.0
Total Income	1,512.5	2,163.6	(651.1)
Staff Costs	924.6	1,121.0	196.4
% Income	61.1%	51.8%	-9.3%
Non Staff Costs	520.8	902.3	381.5
% Income	34.4%	41.7%	7.3%
AOP Surplus/(Deficit)	67.1	140.3	(73.2)
Still to Be Added/Reconciliations			
Holiday Accrual	(49.0)		
Closing AOP Surplus/(Deficit)	18.1	140.3	(122.2)

College Sector Financial Overview

Consolidated FFR for 23 Colleges

2019/2020

Forecasting a combined Adjusted Operating Position (AOP) deficit of £(8.4)M.

2020/2021

Forecasting a combined AOP deficit of £(27.5)M.

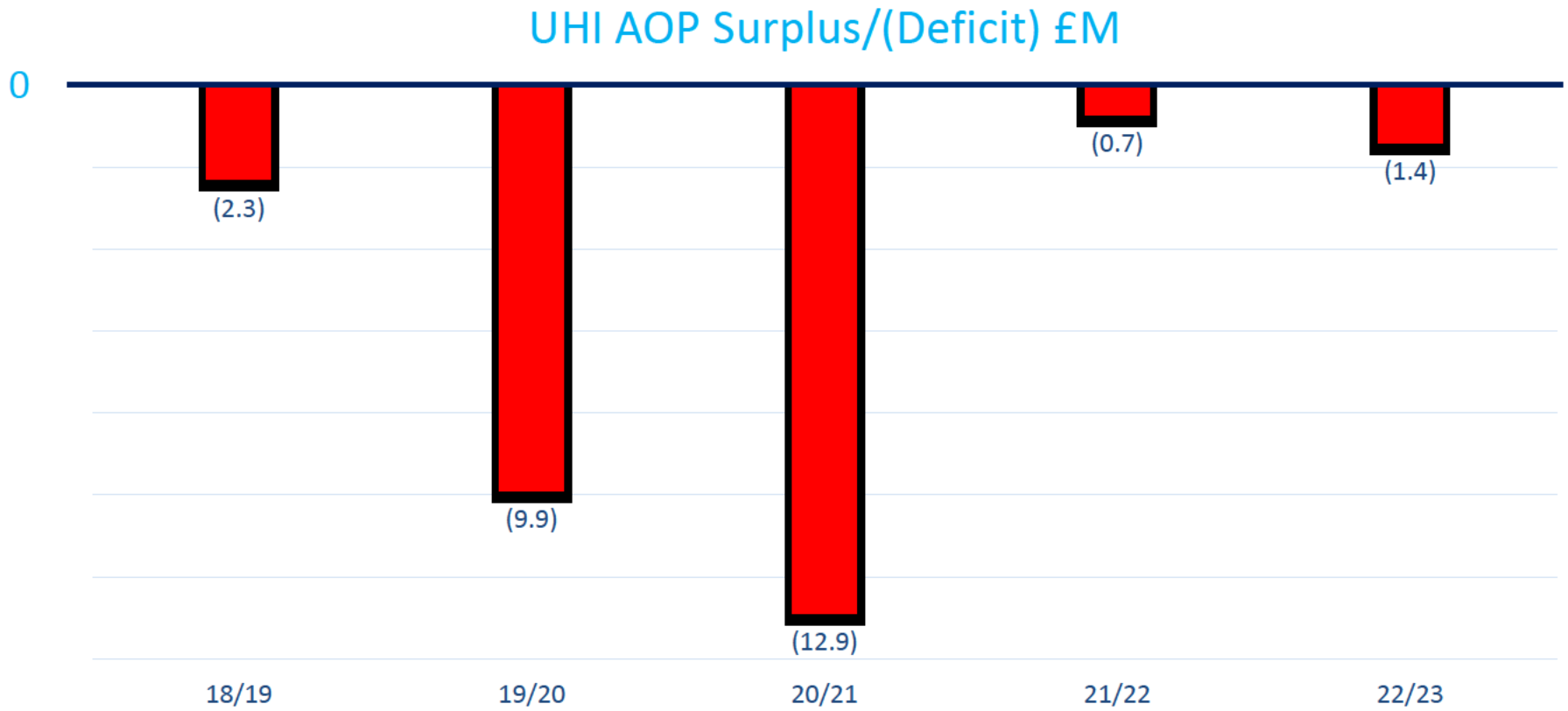
To date, savings/improvements totalling £11M have been identified.
61% of Colleges would still be in deficit after the savings/improvement.

Liquidity

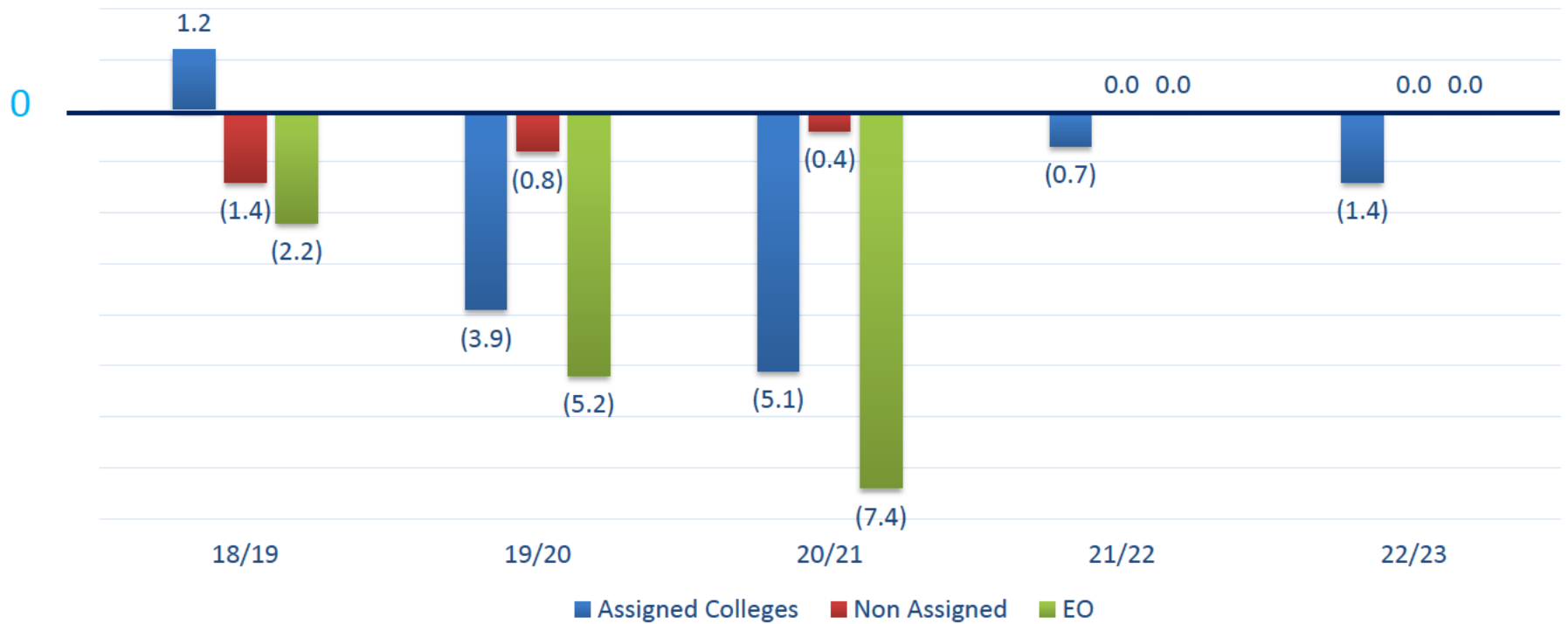
Deficits put pressure on cash. In 19/20 closing cash was £45.8M or 21 days.

In 20/21 closing cash is forecast to be £25.4M or 12 days of cash.

UHI (including EO)



UHI AOP Surplus/(Deficit) £M



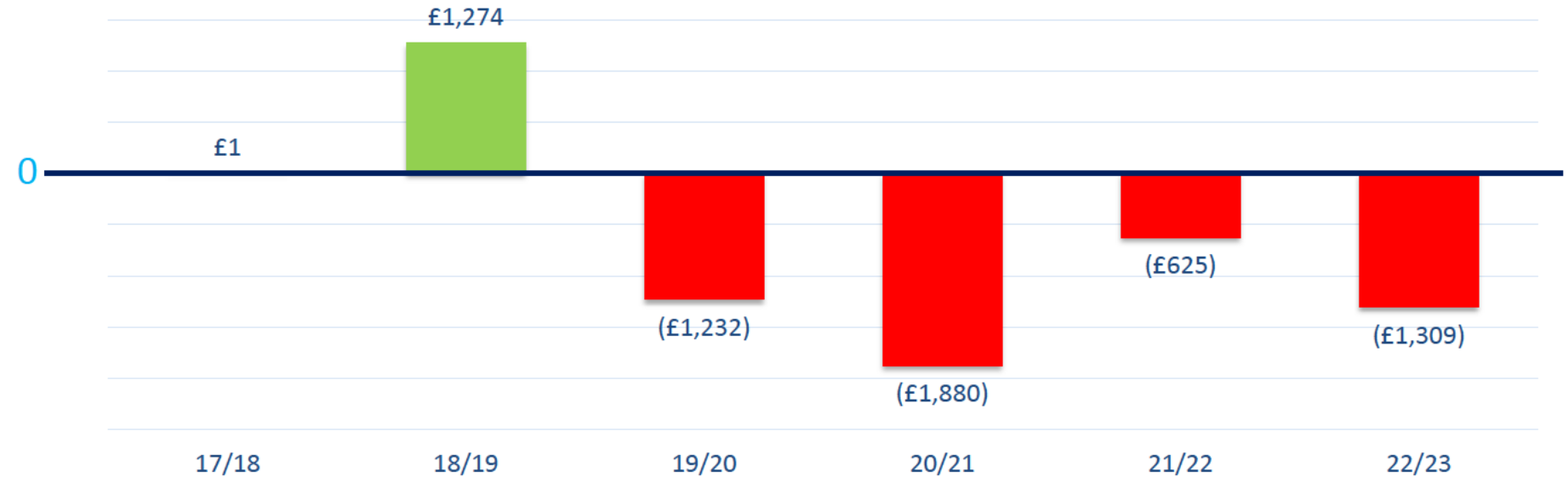
Perth College

Current Forecast (including AST)

Perth College (including AST)

Surplus/(Deficit) Forecast

AOP Surplus/(Deficit) £K



The impact of falling income while costs continue to grow translates into the forecast deficits above. We cannot function with sustained deficits so we need to get back to breakeven or surplus in 2022.

Perth College (including AST)

Surplus/(Deficit) Forecast

£K	2020-21	2021-22	2022-23	Comments
AOP Approved By the Board Jul 20	(1,880)	(625)	(1,309)	Approved during last Board meeting.
Known Changes				
International Income	0	(350)	(350)	Double count during FFR exercise.
Canteen	250			Income was reduced in the budget but not cost.
COVID Capital Funding	0			We have been granted £160K of COVID capital funding.
PPE	(60)			Not in original budget.
Travel	100			Travel is too high in the budget based on current situation.
Equipment/Materials	200			Budget number is higher than budget holders have requested.
Digital Poverty	(600)			Currently not funded by the government. We have placed orders for £245K so far.
Current Adjusted Operating Position	(1,990)	(975)	(1,659)	
Potential Actions to get back to Breakeven				
Voluntary Severance	(450)	625	625	Assumes 15 heads at £30K avg.
Change in canteen pricing	80	80	80	
Travel		50	50	
Equipment/Materials		20	100	
Top Line Growth		150	150	
Other Non Staff		50	354	
No Backfill of leavers			300	
AOP Potential	(2,360)	0	0	

The numbers under “Potential Actions to Get Back to Breakeven” are subjective but give an indication of areas we can consider.

Committee	Finance and General Purposes Committee
Subject	COVID Support for Colleges and Universities
Date of Committee meeting	21/09/2020
Author	Veronica Lynch, Vice Principal External Engagement
Date paper prepared	07/09/2020
Executive summary of the paper	<p>This paper provides an overview of the Scottish Government response to reduce the impact of COVID-19 on Scotland's Colleges. Where relevant the proportion of funding received by Perth College UHI is included.</p> <p>It is recommended that the committee note the Government interventions to minimise the implications of COVID on the education sector.</p>
Consultation How has consultation with partners been carried out?	College staff have been made aware as funding streams have become available through the SMT Staff updates.
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)	<p>Yes/ No</p> <p>Where funds have been awarded, these have been identified within the paper.</p>
Risk implications (If yes, please provide details)	<p>Yes/ No</p> <p>The funding available from government sources have not fully addressed the deficit faced by the College. This has implications over the liquidity of the College, particularly in relation to supporting the cost of Digital Poverty.</p>

	Mitigation of risk – Continued discussions will be undertaken with SFC and Scottish Government through Colleges Scotland.
<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>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 aims</p> <p>Student Experience</p> <p>Financial sustainability</p>
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>Insufficient funding to support our Digital Poverty needs has significant impacts on the ability of our students to learn, confidence, self esteem and wellbeing.</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>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>Non confidential</p>

<p>Freedom of information</p> <p>Can this paper be included in “open” business?* -Yes</p>	<p>Papers should be open unless there is a compelling reason for them to remain closed. If a paper, or parts of a paper, are to remain closed the reason for that exemption must be specified – see reasons below</p>
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* 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 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? 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

21 SEPTEMBER 2020

SCOTTISH GOVERNMENT COVID-19 SUPPORT FOR COLLEGES AND UNIVERSITIES

Introduction

This paper provides an overview of the Scottish Government response to reduce the impact of COVID-19 on Scotland's Colleges.

Current SFC Principles

SFC indicated that it will not recover funds for shortfalls against outcome agreement targets where these are related to COVID 19 for AY 2019-20 and AY 2020-21.

Colleges and universities should continue to develop their own mitigating strategies to minimise negative impacts on their short, medium and long-term financial sustainability.

If an institution identifies that there is a short-term risk to its financial sustainability or to meet a condition of its grant, it should contact its Outcome Agreement Manager in the first instance (Regional Strategic Body for assigned colleges)

It is expected that any additional costs due to COVID-19 would, in the first instance, be met by individual colleges and universities. However, SFC recognise the unprecedented nature of this current situation.

Future Financial Forecasts

SFC requested Colleges to scenario plan for 50% of the costs of voluntary severance, however have since indicated that no support will be provided from SFC for these costs.

Changes in Credits – removal of 1 plus, recommendation of delivery of 16 rather than 18 credits per FE programme. Balance of credits to support upskilling/ in-work progression. Guidance was issued too late to be implemented during semester 1. College should use this guidance in a way that will benefit the student experience, our delivery and our drawdown.

COVID Related Funding

Coronavirus Job Retention Scheme (UK Government) – A number of Perth College roles which were unable to work from home and which were not guaranteed to be supported by public funds including AST and ASW were furloughed enabling 80% of salary costs to be drawn down from the CJRS. For 2019/20, the College has drawn down £187,016 with AST drawing down £110,733. This helped the financial position of both the College and AST. The College will continue to access this fund where it is relevant to do so for small numbers of staff.

Additional Capital Funding for Universities and Colleges - £10m

This investment announced on 4 August provides an additional contribution to the maintenance of college and university estates, additional to the SFC capital grant. Funding can be used for 2020-21 capital projects, (i) estate maintenance and (ii) construction sector stimulus which may have been put on hold as a result of COVID-19. This must be expended by the end of March 2021.

Funding should be drawdown from September 2020 via the monthly cashflow returns as required.

UHI allocation - £523,399 increase on pre-allocated total of £2,522,000 for UHI FE Provision with £178,311 increase on £859,183 for HE Provision. Perth College will receive an estimated £90k.

Flexible Workforce Development Fund, to support levy payers to upskill and reskill their existing workforce, will be increased from £10 million to £20 million for 2020/21. Recognising the economic importance of digital capacity and capability, a further £1.5 million will be invested in Business Gateway's Digital Boost programme – almost trebling the capacity of the initiative for the remainder of this financial year. – Digital Consultancy, Webinars and online support for SME's. The College has accessed its £15k entitlement for 2019/20 and this will be delivered during 2020/21.

Digital Poverty, £5 million fund to support students at Scottish colleges and universities who are struggling to afford to buy, maintain and connect the equipment they need to benefit from digital learning.

The funding will allow colleges and universities to support around 13,000 learners and purchase a computer device to the value of £350 per learner across both further and higher education. UHI will allocate Perth College 50 laptops from their allocation of £200k. The College will seek to achieve a larger allocation evidenced by student needs highlighted within the Transitions survey undertaken in August/ September 2020.

Additional funded student places in AY 2020-21 (based on improved 2020 SQA results)

The Scottish Government's over-recruitment ('consolidation') policy for AY 2020-21 has been removed so that there will be no financial penalty for over-recruitment of full-time Scottish/EU undergraduate students, provided universities fill their existing funded places for AY 2020-21.

Youth Guarantee Fund

The guarantee will ensure everyone aged between 16 and 24 has the opportunity of work, education or training. The Scottish Government is funding it with £60 million which will be broken down as follows:

- £30 million through local authorities to help local partnerships to deliver employability support for young people
- **£10 million to create additional opportunities in colleges**
- £10 million additional funding for Developing the Young Workforce, the Scottish Government's internationally recognised Youth Employment Strategy
- **£10 million to support pathways to apprenticeships (SDS in partnership with Colleges)** – See Apprenticeship Pathways below.

Youth Guarantee - No-One Left Behind Report Recommendations

- early work to identify youth employment opportunities with employers in some of the least-impacted sectors, including financial services, utilities and life sciences
- working to introduce an incentive model where government pays 50% of wages for young people who need the most help
- a call for the public sector to create more opportunities for young people
- a call for businesses who would not normally have taken an apprentice full-time to consider sharing an apprentice with other employers
- providing support to encourage SMEs to take on a young person if they are able to do so

<https://www.gov.scot/publications/youth-guarantee-no-one-left-behind-initial-report/>

Skills Development Scotland Interventions

SDS Supplier Relief Grant – Bid submitted by UHI for April and May only. Perth College share is £15k. This grant funding will be reclaimed by SDS if the contract value is fully delivered across the contract year.

Digital Start Fund - aims to help people on lower incomes develop skills for digital occupations in order to boost their employment opportunities and reduce the digital skills gap. The fund will be a training grant awards to eligible applicants. – Tender issued end June 2020.

The Digital Start Fund will offer those on low or no incomes, who have not recently benefited from further or higher education, the opportunity to develop new digital skills and fill one of the many vacancies in digital occupations.

Provision is based on recognised qualifications at Scottish Credit and Qualifications Framework (SCQF) 6 or above in digital skills where there is an identified skills gap (e.g. software development, cyber-security, data).

The fund will be open from late summer 2020 until March 2021.

The value of funding per applicant is expected to be between £1000 and £8000.

Payment is made on the basis of the applicants progressing through training and towards a successful interview opportunity within a digital role.

Who is eligible to apply to the Digital Start Fund?

Eligible applicants will be people resident in Scotland with the right to work in the UK who are not recent graduates and who face financial barriers preventing them from accessing existing upskilling and retraining opportunities for a future career in digital technologies.

Primary eligible applicants will be individuals currently in receipt of Universal Credit or income related benefits.

Secondary eligible applicants will be individuals facing two or more barriers or disadvantages as defined by the current Scottish Government [European Structural and Investment Funds Participant Guidance](#).

Current providers listing

<https://www.digitalworld.net/study/digital-start-fund>

Perth College UHI were part of a UHI and Scotland IS led bid which has been successful. Currently still under **embargo**.

Perth College will deliver a Level 11 Data Analytics module between October and January. Russell Hunter suggested this and will deliver the module.

This will enable ScotlandIS and UHI to offer Higher Education courses which serve the needs of graduates or technology professionals who are needing to upskill due to employment impacts (probably COVID19 related).

- ScotlandIS will recruit participants and take responsibility for getting their interview (part of the completion criteria)
- Course duration should be approximately 10 weeks, delivered fully online.
- Provision needs to be accredited and related to **Cyber** or **Data**.
- Participants cannot be recent (12 months) graduates

Initial options had been either modules from the **MSc Data Science, MSc Web Technologies**, or modules from the **BScH Computing, PG Cert Cyber Resilience**, however level 11 Data Analytics bid submitted to ensure we did not dilute UHI's own market.

Cyber Security Neurodiversity Skills Development Fund - Successful bid with Perth Autism for the SDS Neurodiversity funding of £21,255

The Cyber Security Neurodiversity Development project will be delivered in partnership with Perth Autism Support and aimed at 10 autistic young people in S4,5 or 6 or who may have ended their formal education but have not yet moved on to a positive destination within further/ higher education or employment.

The project will support the delivery of up to 2 or 3 SQA units in Data Security, Digital Forensics and Ethical Hacking, along with the opportunity to undertake an SQA unit in Employability, for those young people who have the flexibility to do so. All young people will also have the opportunity to undertake a work placement with relevant local employers.

The project will increase confidence and resilience in the young people, increase understanding of opportunities within the industry and encourage further study in this area. Further outcomes for the project will be to develop and increase the knowledge and understanding of Perth College UHI staff and local employers to understand autism and how to successfully support autistic learners/employees.

All learners will be supported by autism specialist staff from Perth Autism Support. This specialist support will take place within both the college setting and within work placement opportunities and will deliver consistent high quality, training, advice and information to partner agencies throughout the three month project, allowing successful inclusion in the project for our young people.

The units offered are available at SCQF level 4, 5 and 6 and are hierarchical offering a large degree of flexibility for learners. This means that learners could undertake whichever level was best suited for them.

The chosen units are taken from the SQA National Progression Award (NPA) in Cyber Security which provides foundation knowledge and skills in data security and ethical hacking and is seen as providing a skills pipeline into the Cyber Security industry.

Apprenticeship Pathways (SDS fund to be tendered mid-September 2020)

This programme is aimed at recent school leavers previously intent on progression to MA/ Job but who will find that difficult due to COVID.

26 week programme FT – 25 hours pw
Non employed status
Supported progression to MA where possible
Phased roll out
Phase 1 for start from Dec 2020 onwards

Sectors in Phase 1

Business Admin/ IT; IT/ Digital; Children and Young People; Engineering; Construction

Pathways to Apprenticeship (P2A) Programme

Business Admin/ IT content – modelled on FA Business Skills
NPA Business Skills
Work Based Challenge Unit/ Meta Skills
4 SVQ Customised Units aligned to MA Business Admin
51 SCQF Credits
Based on a previously piloted a model with the Glasgow Regional Board

P2A Programme Funding

Individual will be paid a training allowance of £100 pw where not in receipt of universal credit. This payment currently includes travel (may be reviewed travel costs as additional)

Funding will be £3000 per individual. Start payment £1200, Completion £1500, Progression payment is £300 (10%) for a job or MA. This is the set rate for all frameworks apart from Construction.

Additional management fee £135 per person recruited

Construction will follow a different approach based on the discussions already underway with Colleges.

Workplacement will encourage a remote working approach supported by the customised units.

Target age 16-19 year old unemployed

Also looking to extend to older age group (up to age 24) with DWP agreement being sought

SDS aiming to issue the unit content as early as possible.

Will be open to 2020 Christmas Leavers

SDS want to ensure this does not displace existing FA

Marketing support – SDS team looking to identify what can be provided

SFC discussion will be required if Credits are applicable (I suspect this will not be credit bearing)

P2A Key risks/considerations

- Provides an important opportunity to identify COVID-19 negative impact on our Modern Apprenticeship programmes in these areas and mitigate/support recovery later in 2021
- This programme could, however, compete for the same applicants as for similar FE programmes that are currently recruiting for Jan 2021 starts
- Initial sense is a potential fit for the business/IT, but engineering and childcare overlap too much with existing provision and bring additional employer placement requirements
- SDS may commission all frameworks regardless. If UHI decides not to offer then a private training provider might, and with proactive marketing of the £100 per week training allowance this will be attractive to potential UHI Jan 2021 applicants and threaten numbers
- If delivered as exclusive cohorts the minimum viable cohort sizes will be quite high, and challenging. We would need to innovate and be flexible in how we can deliver alongside other provision, or even potentially through a regional model.

Next steps

Opportunity published on Public Contracts Scotland mid September deadline 30 days notice
Bid awards late November. Commencement December 2020

Scottish Government Policy Changes

In June Scottish Ministers commissioned SFC to undertake a Review of Coherent Provision and Sustainability. A key component of the phase one activity is to: 'Review SFC's approach to agreeing outcomes, measures, targets and impact assessment for fundable bodies to assess their effectiveness in terms of delivering national objectives .and consider options for further development.'

SFC is therefore prioritising the revised arrangements for monitoring performance in AY 2020-21 as part of phase one of the overall Review. We have been working closely with both sectors to co-produce an interim Outcome and Impact Framework for AY 2020-21.

Following consultation with UK HEIs, announced a revised timetable for the **Research Excellence Framework (REF)**

Recommendations

It is recommended that the committee note the Government interventions to minimise the implications of COVID on the education sector.

V Lynch
07 September 2020

Committee	Finance and General Purposes Committee
Subject	Tay Cities Deal – Aviation Academy for Scotland
Date of Committee meeting	21/09/2020
Author	Veronica Lynch, Vice Principal External Engagement
Date paper prepared	14/09/2020
Executive summary of the paper	<p>This paper outlines the contract strategy for the Aviation Academy for Scotland professional fees element within the Tay Cities Deal bid.</p> <p>Strategic Investment Funding (SIF) of £604,850 has been requested from Executive Office of the UHI. The breakdown of these costs are outlined below.</p> <ul style="list-style-type: none"> • A requested £545,000 to support the tendering of the Professional Fees to scope the building, This is based on 10% of build cost. • A requested £25,850 of consultancy expenditure to undertake the project feasibility scoping • A requested £10,000 of consultancy expenditure to develop the financial case. • A requested £24,000 over 3 years to provide a contribution towards the Programme Management Office (PMO) of the Tay Cities Deal. <p>At the time of writing this paper, the College is awaiting the formal offer of this SIF funding.</p> <p>Perth and Kinross Council (PKC) has indicated that they will take the loan relating to the capital development works on the project, subject to TCD funding being formally awarded. These loan charges are currently estimated at £6,500. It is recommended that these charges will be funded by Perth College UHI.</p> <p>The College is continuing to finalise the AAS Outline Business Case for sign off by the Scottish and UK Governments.</p> <p>The Full Tay Cities Deal is targeted for sign off by end October 2020.</p>

	<p>It is recommended that the Committee:</p> <ol style="list-style-type: none"> 1. Note the status of the Aviation Academy for Scotland (AAS) project within the Tay Cities Deal programme. 2. Approve the Contract Strategy for the Project Management and Design Fees associated with the AAS. 3. Endorse the award of Lot 1 of the Design fees contract to create the Feasibility Study to scope the project at a fee of £25,880. 4. Approve the subsequent award of the Project Management and Design Fees contract relating to the AAS, pending a SIF Award from UHI EO. 5. Approve the College accepting loan funding from Perth and Kinross Council to the value of the TCD grant award for the Perth Campus of £6m. 6. Approve the College funding the loan charges associated with this loan of an estimated £6,500.
<p>Consultation How has consultation with partners been carried out?</p>	<p>The Board have been kept abreast of developments with the Tay Cities Deal programme as they have arisen.</p>
<p>Action requested</p>	<p><input type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input checked="" type="checkbox"/> For approval</p>
<p>Resource implications (If yes, please provide details)</p>	<p>Yes/ No The resources required are outlined in the Executive Summary above.</p>
<p>Risk implications (If yes, please provide details)</p>	<p>Yes/ No A risk assessment is included within this paper.</p>
<p>Link with strategy</p>	<p>Provide a summary of the how the paper links to key College priorities and what they are</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>This project supports the delivery of the strategic aim</p> <p>2. Work in partnership to foster and drive positive change and growth in local, regional, national and international economies.</p>
<p><u>Equality and diversity</u> Yes/ No If yes, please give details:</p>	<p>An Equality Impact Assessment will be undertaken as the project develops to ensure access to all audiences to the project.</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> Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>Yes/ No 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 Can this paper be included in “open” business?* -Yes</p>	<p>Papers should be open unless there is a compelling reason for them to remain closed. If a paper, or parts of a paper, are to remain closed the reason for that exemption must be specified – see reasons below</p>

* 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 checked="" 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? Confidential until confirmation of this project being funded within the Tay Cities Deal and until all commercially sensitive bid documentation is able to be made public.

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

FINANCE AND GENERAL PURPOSES COMMITTEE
FOR APPROVAL
AVIATION ACADEMY FOR SCOTLAND
21 OCTOBER 2020
AVIATION ACADEMY FOR SCOTLAND PROJECT RISKS

The key risks associated with the project are outlined below.

	Risk	Possible Mitigations	Severity
1	Timing of project in relation to College's wider financial position	<ul style="list-style-type: none"> Obtain a co-investment partner to de-risk the project Approach UHI to underwrite whole project 	High
2	HE FT Numbers and FE Credits remain at existing levels	<ul style="list-style-type: none"> Request additional funded numbers from UHI/SFC to address the demand from Scottish students for qualifications delivered by the AAS 	High
3	Insufficient recruitment demand for Aircraft Engineering qualifications	<ul style="list-style-type: none"> Introduce Passport to STEM within Perth and Kinross Schools to stimulate interest in AAS opportunities Increased marketing targeting RUK and International recruitment 	Med
4	VAT unable to be reclaimed on build	<ul style="list-style-type: none"> Opt to Tax approach to be undertaken by College 	Med
5	Funding investment required to be incurred before UK Govt grant received	<ul style="list-style-type: none"> Seek a co-investment partner(s) to derisk the College's investment in the project Approach EO to support the project from reserves on behalf of Perth College UHI 	High
6	UHI unable to support Professional Fees	<ul style="list-style-type: none"> Approach another co-investment partner to support the project on behalf of Perth College UHI 	Med
7	Insufficient Scottish Students for AST, Moray & Ayrshire leading to smaller intakes, lower staff utilisation etc	<ul style="list-style-type: none"> Increased promotion of aviation training to schools, thereby increasing demand Seek cooperation between the 3 academies, perhaps limiting the BSc programme to say Perth and Moray 	High
8	New-build facilities at Moray and Ayrshire seen as more attractive than AST / Perth College	<ul style="list-style-type: none"> Promote heritage / excellence of AST training Increase customer engagement to ensure continued utilisation of AST Ensure AST / Perth College infrastructure is improved through investment Improve AST / Perth College culture and ambience Become the provider of approvals, training materials and staff to the Moray and Ayrshire academies – effectively making them Approved (Second) Sites of AST 	High
9	Moray and / or Ayrshire academies choose to operate independently of AST, developing own capabilities and taking AST market share	<ul style="list-style-type: none"> Demonstrate economic benefits to each academy of pooling approval costs (UK CAA/ EASA) plus increased flexibility of a staff pool, recognising critical mass required to satisfy the airworthiness authorities 	Med

		<ul style="list-style-type: none"> • Ensure AST behaviours are those of the perfect collaborative partner, making AST the partner of choice etc.... • For Moray, ensure UHI and Moray College are aware of the business risk to AST if there is a totally independent operation 	
	Risk	Possible Mitigations	Severity
10	Moray and/ or Ayrshire develop courses in addition to currently proposed degree and Part 66, impacting current and potential AST revenues on Bespoke Courses	<ul style="list-style-type: none"> • AST maintain/ increase activity with high-end customers including major airlines and air forces • AST maintain / build activities in overseas regions, demonstrating an ability to develop and deliver courses for overseas or Perth locations, or indeed, in some cases for both (eg Theory at customer location/ practicals at Perth) 	Med
11	Loss of current or future staff from AST to Moray or Ayrshire	<ul style="list-style-type: none"> • AST as an operator of Moray or Ayrshire will be in a position to influence staff movements, recognising AST will probably be involved in recruitment of locally based Deputy Training Managers, senior instructors etc • Ensure the mix of work at AST is attractive to instructors, compared to those required to work at a single site facility with no overseas opportunities • Ensure AST package remains competitive, particularly if either Moray or Ayrshire see instructors remunerated as lecturers (typically 30% higher salary) 	Med
12	Reputational Risk if the project is unable to proceed	<ul style="list-style-type: none"> • Manage partner expectations, particularly Tayside Aviation • Negotiate an alternative arrangement with TCD PMO to continue the project with fewer partners or with limited resources. 	High
13	Engineering becomes centralised within EO	<ul style="list-style-type: none"> • Perth continues to host and deliver programmes to ensure International business is maintained 	Med

Contract Strategy

Full Design Services - Aviation Academy

Reference: CS-PC-13330


Framework: RM3741 - Project Management &
Full Design Team Services- Lot 1

Version Control

Version	Name	Date Completed	Comments
1.0	Dee Matthew	11 th August 2020	
1.1	Dee Matthew	19 th August 2020	Reviewed and returned by Kevin Lynch & Jen Brickwood.
1.2	Dee Matthew	26 th August 2020	Reviewed and updated with comments from Amanda MacKenzie

Lead College Representative (Stakeholder):	Kevin Lynch		
Lead Department:	Estates		
Extension No:			
UIG Group:	Name	Department	
	Kevin Lynch	Head of Estates	
	Jen Brickwood	Sector Development Director	
	Dee Matthew	Procurement Manager	
Evaluation Group:	Name	Department	
	Kevin Lynch	Estates	
	Jen Brickwood	Sector Development Director	
	Dee Matthew	Procurement Manager	
Title of Purchase:	Full Design Services including Feasibility Study -Aviation Academy		
Description:	<p>Perth college UHI have secured funding via the Tay cities Deal for the design and build of a new Aviation Academy. A pre-application enquiry was submitted to Perth & Kinross Council in April 2019 requesting feedback on six potential sites. Perth College UHI now wish to undertake a feasibility study on two of these potential sites and then proceed with full design of the suitable site.</p> <p>Perth College UHI are seeking to engage an experienced and dedicated project management led multi-disciplinary team to undertake a feasibility study of the chosen sites and provide project management, cost management and turnkey design team services for the AAS project.</p>		
Value of Contract:	Annual:	Total Value (Annual x Duration):	
	£545K		
Budget Approval (Finance Manager):	Iain Wishart- Finance Director		
Contract Duration:	Less than 12 Months		
Current Contract (if applicable):	Supplier	Year	Spend
Spend =			

Reason for project eg current contract due to expire new requirement:	This is a new requirement.		
Route to Market:	<p>As the contract value is above £50,000 the exercise is regulated and requires adherence to the Public contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014. To comply, either an Open Tender exercise or a call of from a National Framework should be conducted.</p> <p>This phase of the project will proceed using the Crown Commercial Service Framework RM3741 Project Management & Full Design Team Services Lot 1, this provides robust terms & conditions and due diligence has been conducted on the awarded suppliers and therefore delivers the best value for money procurement route.</p> <p>Supplier Selection: The involved Stakeholders have advised their preference to appoint Turner & Townsend to undertake the feasibility study and subsequently full design for this project. The Crown Commercial Services Framework RM3741 Project Management & Full Design Team Services Lot 1 allows a direct award option to Turner & Townsend. The framework is not ranked and therefore allows selection of any chosen supplier under the relevant lot, Turner & Townsend have confirmed their capability and availability to undertake the project.</p> <p>The Framework Call off process for the Selection procedure (Direct Award) is as per attached:</p> <div data-bbox="544 1205 603 1263" data-label="Image"> </div> <p>CCS-Call Off Process-Direct Award</p> <p>Evaluation:</p> <p>Evaluation is not applicable as the Selection Procedure (Direct Award) method has been chosen.</p> <p>The framework weightings are as below:</p> <p>Quality 75% Price 25%</p>		

<p>Market Research eg number of suppliers, pricing strategy, services/product available:</p>	<p>Suppliers on Framework RM3471 Project Management and Full Design Team Services under the relevant Lot 1 – Multidisciplinary Services are as follows:</p> <ul style="list-style-type: none"> • Aecom Limited • Ahr Architects Limited • Arcadis Llp • Capita Property and Infrastructure Limited • Deloitte Llp • Faithful+Gould Limited • Gardiner & Theobold Llp • Gleeds Advisory Limited • Kier Business Services Limited • Mace Limited • Mcbains Ltd • Mott Macdonald Limited • Ridge and Partners Llp • Turner & Townsend Project Management Ltd • Wood Environment & Infrastructure Solutions Uk Limited • Wyg Engineering Limited • <p>The framework is priced based on the following:</p> <ul style="list-style-type: none"> • Standard rates: Maximum standard rates are fixed for the first two years of the framework and may be further reduced by suppliers when making a direct award and/or carrying out a further competition. <p>Turner & Townsend have submitted a quotation based on the framework rates with the offering of a discount on standard rates of 6.6%.</p>
<p>Process to progress tender eg stakeholder consultation involvement of other dept eg Facilities:</p>	<p>Procurement/Estates / Finance Consultation</p> <p>This project has been in the pipeline for some time and had been put on hold due to various issues, (Covid, Finance’s) however we now have the go-ahead to proceed with a feasibility study on 2 of the selected sites and then to proceed with design depending the outcome of the feasibility study.</p> <p>Market Research</p> <p>Procurement has discovered the proposed build of an Aviation Academy in the Moray area; stakeholders were already aware of this project and have taken this into account.</p> <p>An Outline Business Case was presented to support the case for Perth College UHI, Air Service Training (Eng) Ltd and Tayside Aviation together with key stakeholders in the creation of the Aviation Academy for Scotland (AAS)</p> <p>This OBC can be found here:</p> <div style="text-align: center;">  <p>Aviation Academy for Scotland V3 211</p> </div>

Develop Tender Documents

Specification and tender documents will be developed and agreed by both procurement and the lead stakeholders in line with the requirements of the CCS Framework RM3471 Project Management and Full Design Team Services Lot 1 in line with the NEC3 Form of Agreement attached below:






RM3741-Call-off-t-a
nd-c-4a-NEC-PSC-te

Ensure the specification covers the following:

Strategic Brief
Concept design
Developed design
Technical design
Pre-Construction Fee
Construction
Handover & close
In use
Post Construction Fee

Services required are as follows:

Architect
Cost Consultant
BIM Co-ordinator
BIM Information
Manager
Building Services
Engineer
Civil & Structural
Engineer
Lead Designer
Principal Designer
Project Management

	<p>Procurement Process</p> <p>The chosen procurement process is Selection Procedure (Direct Award) from Lot 1 of the Crown Commercial Services Framework RM3471 Project Management and Full Design Team Services, this route was selected to allow a quicker route to market after the project was delayed due to various factors including the Covid-19 situation, Turner & Townsend have undertaken numerous similar projects and the involved stakeholders expressed their intention to utilise them for this project.</p> <p>Turner & Townsend have submitted a short presentation on their business and services offered, this is available below:</p> <p>Appendix 1</p>  <p>Appendix1-Procurement Solutions.pptx</p> <p>Award</p> <p>The award procedure will be carried out as per the requirements of the Framework RM3741 via the letter of Appointment as per below:</p>  <p>RM3741- Award Letter- Successful.doc</p> <p>The User Agreement number PMFDTS-0949-2020 will be included on all relevant documentation.</p>
<p>Sustainability:</p>	<p>Social</p> <p>Turner & Townsend are committed to ensuring our business and supply chains are free of any practices of modern slavery and human trafficking.</p> <p>Turner & Townsend's Modern slavery statement can be found here:</p>  <p>modern-slavery-act-2019-final.pdf</p> <p>Fair Work Practice</p> <p>Turner & Townsend have confirmed that although not an accredited Living Wage employer, they abide by the principles for all staff</p>
<p>Any risks associated with project?</p>	<p>The build of a new Aviation Academy in Moray area. Suitability of identified areas. Current Covid-19 situation</p>

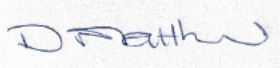
Have the following checks been considered and carried out where necessary?

Be advised that it is the Stakeholders responsibility to carry out these checks where applicable. If the answer to the question is no, the Procurement Service will not be responsible for carrying out these checks and the Stakeholder accepts full responsibility.

<p>Health and Safety i.e. Risk assessments and Method Statements</p> <p>Required for projects which hold a Health and Safety risk such as window cleaning, grounds maintenance etc. Further advice should be sought from the College Health and Safety Manager.</p>	<p>N/A</p>
<p>Disclosure Scotland/PVG</p> <p>Applicable where requirements involve the suppliers/contractors may come in to contact with vulnerable groups. Further advice should be sought from HR Department.</p>	<p>N/A</p>
<p>IR35/Off Payroll Working</p> <p>Where the nature of the services being delivered is that of an Employer/Employee relationship ie Consultant, Interpreter, Training Provider etc the HMRC Employment Status for Tax tool must be completed and guidance must be provided within the Tender Document and Contract Notice. https://www.tax.service.gov.uk/check-employment-status-for-tax/setup</p>	<p>N/A</p>
<p>General Data Protection Regulations (GDPR)</p> <p>Where the handling of Personal Data is a core function of any service to be provided suppliers must complete a GDPR Contractor Assurance Assessment as part of their tender submission. A Privacy Impact Assessment must be carried out (see above). Further advice should be sought from our DPO.</p>	<p>N/A</p>
<p>Any lessons from previous projects?</p>	

Project Implementation	Key Completion Date
Task:	
UIG Creation:	July 2020
Market Research:	June – July 2020
Budget Approval:	August 2020
Complete Project Strategy:	August 2020
Specification:	August 2020
Site Visit:	August – September 2020
Supplier Appointment:	August 2020
Contract Implementation (pre meeting, etc):	August – September 2020
Contract Commencement:	August – September 2020

Contract End:	TBC
Contract Revisit e.g. 6 Months Prior to End Date:	TBC

Procurement Authorisation / Completed By	
Authorised by Procurement Manager	
Name:	Dee Matthew
Job Title:	Procurement Manager
Date:	27 th August 2020
Signature:	
Any further action or comment:	

Stakeholder Authorisation	
Authorised by Estates Officer	
Name:	Kevin Lynch
Job Title:	Head of Estates
Date:	XXXXXXXX
Signature:	XXXXXXXX
Any further action or comment:	

Stakeholder Authorisation	
Authorised by Sector Development	
Name:	Jennifer Brickwood
Job Title:	Sector Development Director
Date:	XXXXXXXX
Signature:	XXXXXXXX
Any further action or comment:	

Stakeholder Authorisation	
Authorised by Finance	
Name:	Iain Wishart
Job Title:	Finance Director
Date:	XXXXXXXX
Signature:	XXXXXXXX
Any further action or comment:	

Stakeholder Authorisation	
Authorised by SMT	
Name:	Veronica Lynch
Job Title:	Vice Principal (External Engagement)
Date:	XXXXXXXX
Signature:	XXXXXXXX
Any further action or comment:	

Perth College UHI

Paper No. 5

Committee	F&GP Committee
Subject	Estates Update
Date of Committee meeting	21/09/2020
Author	Head of Estates
Date paper prepared	14/09/2020
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 <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"/>

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

Estates Update September 2020

Introduction

The following report provides an update of activities within the Estates Department as at 14th September 2020.

Covid 19

In accordance with Scottish Government guidance, we have implemented Covid 19 measures across the campus to allow the College to open safely. Some of the measures we have put in place are:

- Various Covid 19 advice signage across all campus buildings
- Permanent glass screens at reception areas
- Temporary Perspex and pop-up screens
- Installation of hand sanitizer
- One-way systems in the library and refectories
- Distribution of PPE to Curriculum and Professional Services
- Sign in and out arrangement at each building entrance/exit
- Revised room capacities

The 'short life working group' has now changed to a formal committee under the H&S Committee and is now called the 'Coronavirus Response Group' and meets weekly to discuss all Covid related issues.

We have also produced a 'Return to Campus' guide for both staff and students as well as carrying out extensive risk assessments.

Covid 19 Testing Centre

The testing centre vacated the College car park on 31st July with no issues.

Summer Works

The summer works that we carried out this year included:

- Redecoration of various areas
- New floorcoverings in various rooms
- New suspended ceilings in various rooms
- LED lighting upgrade
- Study centre boiler replacement
- Fire door upgrades in kitchen areas
- Upgrades in Student residences (as explained residence section)
- Refurbish of one Caretakers House on the campus into an HMO property for additional student accommodation.
- Extensive road repairs
- Temporary overlay of Appin Terrace car park.

We would have liked to carry out more works during the summer period however, we were severely hindered by lockdown, contractors furloughing most of their staff, the delay in contractors being allowed on campus due to Scottish Government restrictions, etc. Once contractors were allowed on campus, we then had the added issue of suppliers not being able to cope with demand, which further delayed works being carried out within the timeframe.

Student Residences

The student residences reopened on 29th August. We carried out extensive works during the summer by redecorating all three blocks as well as replacing all floor coverings in every room. We also carried out all required repairs.

Kinross Learning Centre

The sale of Kinross Learning Centre is almost complete, but we are waiting on a completion certificate from the local authority for the underpinning works that were carried out in February 2020. We were advised that the Structural Engineer should have applied for a building warrant before works commenced, however the issue has now been resolved and we are just waiting on the paperwork.

Aviation Academy

Turner and Townsend were appointed on 10th September to carry out the feasibility study for this proposed project. Once all of the contract documents have been exchanged, the study should take around 8 weeks to complete, all going well.

Radio Masts

Nothing further to report on this matter.

Flood/Insurance

Due to the extreme weather conditions on Tuesday 11th August, the College suffered from major flooding in The Brahan lecture theatre, its suite and construction workshops as well as various classrooms and corridors in the Goodlyburn. There is an ongoing insurance claim for the damage caused and because of the extent of the damage, the insurance company have appointed a project manager to oversee the works.

This is causing some disruption for curriculum areas with timetabling; however, we will endeavour to get the remedial works completed as quick as we can.

Contracts and Tenders

Nothing further to report regarding contracts and tenders.

Academy of Sport and Wellbeing

Issues with some floorcoverings were reported at the ASW and on further inspection we have uncovered a possible issue. It appears that the ground floor concrete slab is showing high readings of moisture which is potentially causing the flooring issue.

I have been in contact with Ball Hall, as I believe this falls under the 'latent defect' category, to see how we rectify this issue, as I don't see how the college should have to foot the bill for the remedial costs. I will keep committee advised as this is progressed.

Kevin Lynch

Head of Estates

Committee	Finance and General Purposes Committee
Subject	Five-a-Side Football Business Case
Date of Committee meeting	21/09/2020
Author	Gareth McKenna, Head of Business Development
Date paper prepared	11/09/2020
Executive summary of the paper	<p>This paper highlights the potential of a 5-a-side complex as part of the Academy of Sport and Wellbeing (ASW) and Perth College UHI sport and wellbeing provision for its students, staff and members of the community. The paper seeks Board approval to utilise the remaining £165,000 raised through the “ball on the wall” campaign carried out by the Perth College Development Trust in 2017/18 to invest in this proposed facility.</p> <p>It is recommended that the Committee:</p> <ol style="list-style-type: none"> 1. Note the opportunity presented for the development of a Five-A-Side Complex within ASW grounds. 2. Approve the use of the remaining £165,000 ‘Ball on the Wall’ funds raised through the Perth College Development Trust Academy of Sport and Wellbeing in 2017/18 to fund this investment opportunity. 3. Approve the procurement process to seek tenders for the build costs associated with this development opportunity for Perth College UHI within its Academy of Sport and Wellbeing.
Consultation How has consultation with partners been carried out?	Consultation has been undertaken with ASW students and customers, professional sports bodies, PKC, SMT to determine the potential viability, commercial opportunity and interest in this proposed project.
Action requested	<input type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input checked="" type="checkbox"/> For approval

<p>Resource implications (If yes, please provide details)</p>	<p>Yes/ No This project would be funded by the existing Development Trust funds sourced through the Ball in the Wall campaign undertaken for the Academy of Sport and Wellbeing build project during 2017/18.</p>
<p>Risk implications (If yes, please provide details)</p>	<p>Yes/ No Covid-19 Site Drainage Noise Proximity of Housing Adverse Weather</p> <p>This project would be fully funded through the existing funds raised through the Development Trust. There is however a minimal risk that the investment could be made and there could be insufficient bookings to cover the investment costs of the facility.</p> <p>Mitigation of risk – Proactive marketing of this facility would be undertaken to stimulate interest.</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</p> <p>Student Experience</p> <p>Financial sustainability</p>
<p><u>Equality and diversity</u> Yes/ No If yes, please give details:</p>	<p>This facility will be able to be utilised and will be accessible by people of all abilities, including those with a disability.</p> <p>It will support addressing the gender imbalance in football and will enable opportunities for people of all ages to engage in the facility through the introduction of intergenerational initiatives eg Walking Football.</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>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 until planning permission is sought and the development can be completed.</p>
<p>Freedom of information</p> <p>Can this paper be included in “open” business?* -Yes</p>	<p>Papers should be open unless there is a compelling reason for them to remain closed. If a paper, or parts of a paper, are to remain closed the reason for that exemption must be specified – see reasons below</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 checked="" 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

Academy of Sport and Wellbeing, Perth College UHI (5-a-side football Business Case)**Introduction**

This paper highlights the potential of a 5-a-side complex as part of the Academy of Sport and Wellbeing (ASW) and Perth College UHI sport and wellbeing provision for its students, staff and members of the community. The paper seeks Board approval to utilise the remaining £165,000 raised through the “ball on the wall” campaign carried out by the Perth College Development Trust to invest in this proposed facility. These funds must be spent on the development of ASW in line with the focus and agreement of the campaign carried out in 2017/18.

Five–A-Side Pitches Proposal

This proposal will scope out the potential for between two and four, 5-a-side, 3G Floodlit football pitches, as a positive student experience and a potential commercial opportunity for our current Academy for Sport and Wellbeing facility.

In addition, this paper will highlight that investment into this complex will allow us to improve the student experience, further our reputation of involving our students within the operation of ASW and providing them with industry experience and potential employment.

It will also allow us to enhance our staff experience and add to the benefits our staff already receive from the provision of sport and wellbeing within ASW and other areas of the college.

The complex will also further develop our reach and influence regionally and nationally and will support our core business of student recruitment and retention.

The complex will drive and develop a new and diverse commercial market/revenue stream to the College, which will in turn serve to upsell other areas of ASW and inform more people of the potential of Perth College UHI.

This 5-a-side provision will also allow us to enhance benefits to our business partners and indeed develop opportunity for business engagement through the complex, in areas such as (industry leagues, team building, benefits to employees and family members etc.)

The Paper will also highlight some additional staffing costs to maximise return and ensure sustainability and growth of this specific business area within ASW.

Competitor Analysis

There are a number of full size 3G football pitches within the City of Perth, these include St Johnstone and Letham Community Centre which are on our “doorstep”, however there are no bespoke 5 a side pitches or complex within the City of Perth.

The large pitches do allow for small sided football but do not create the 5 a side experience of constant “in play” football matches.

The complex will also allow us to build a community which other larger pitches have greater difficulty achieving due to the demands of 11, 7 and 5 a-side requests for their facility.

This “community” feel is inherent in the environment and values already established within ASW and this provision will only add to this. The type of service provision that will create this “community” can be seen in the “business operation” paragraph below.

Strategic Impact

The 5-a-side complex will impact on a number of Perth College UHI and ASW strategic aims:

Perth College UHI

- Achieve greater efficiency in our process to free resources to enhance the student experience or to invest in campus development
- Optimise the sustainable use of our systems, processes and resources to provide the best student experience
- Inspire and empower our students, regardless of background to recognise and achieve their potential
- Work in partnership to foster and drive positive change and growth in local, regional and national economies

Academy of Sport and Wellbeing

- To be an ambitious self-financing business that ensures resources are managed effectively, sustainably and with optimal impact
- To deliver programmes that act as positive change in people's lives and experiences
- To empower people by creating opportunities that lead to high quality workforce within ASW and student body
- To develop and create a sport and wellbeing environment that welcomes and enables everyone to continually develop our sport and wellbeing environment to ensure it meets the needs of a growing business within ASW and Perth College UHI
- To develop sustainable and meaningful partnerships that grow our business and develop opportunity for our students, staff and Perth community

Philosophy

The philosophy of the 5-a-side complex will be to:

- Deliver a much needed service for the city of Perth, the members and users of ASW including students, staff and community of Perth
- Provide a platform for student learning and employability
- Enhance student and staff experience and significantly add to their wellbeing
- Provide additional resource and opportunity for staff, students and wider community to increase physical activity levels and improve wellbeing.
- Enhance student sport activity
- Work in partnership with the Sport and Fitness department to enhance student experience/learning and further raise the profile of this academic department and their courses
- Be the first to set up a be-spoke outside, floodlit, 3G, 5-a-side complex in Perth (Be first to capture the demand and invest in quality infrastructure that make it difficult for potential competitors to match without significant investment)
- Deliver a business that has the potential to generate significant revenues with limited revenue expenditure
- Deliver a business that will attract all members of the public regardless of age, gender abilities etc. Further Enhances our value of **#HEREFOREVERYONE**
- Benefit from our existing profile, reach and business platform at ASW, through its current members/customers/users/partners

- Drive new business to ASW which in turn will allow us to up-sell existing services (gym, climbing, sports-hall, sports therapy clinic, shop and retreat)
- Provide a 7 day a week (360 day per year service)
- Provide another benefit to our business partners through our business benefits package

The business operation

- The operation will initially operate 7 days per week. We will constantly review demand of the service and if required we can adapt hours of operation.
- The 5-a-side complex will charge commercial rates with pricing structures for adult, junior, concessions, clubs etc.
- The operation will be open:
 - Monday (10am-10pm)
 - Tuesday (10am-10pm)
 - Wednesday (10am-10pm)
 - Thursday (10am-10pm)
 - Friday (10am-10pm)
 - Thursday (10am-10pm)
 - Saturday (9am-6pm)
 - Sunday (9am-10pm)
- The complex will open during all holiday periods in line with current provision at ASW
- The business will allow us to sell services as follows and develop community impact/feel.
 - Commercial usage (hiring a pitch)
 - Coach Education programmes
 - Coaching programmes
 - Leagues and competitive programmes
 - Birthday parties
 - Football Holiday camps
 - Student and staff football programmes
 - Health & Wellbeing programmes (walking football)
 - Fitness programmes (to support growth in ASW gym)
- We would service the need of the business with additional leisure staff to ensure smooth operation of facility, bookings would be taken by reception staff and they would use our current front of house booking system.
- It would be prudent to add into the business case a “football officer” who will initially assist in the planning and development of the complex and maximise opportunities to network with staff, students, wider community (organisations, clubs & groups). The football officer will oversee the running of the complex. The logistics of bookings, hiring coaches, running leagues/events and delivering a “premium service” that would ensure the complex continues the high level of service that customers of ASW are used to and ensure the complex attract and retains a loyal customer base.
- There is potential with this extra staffing to offer/support student/graduate employability and experiences
- A job description will be produced and sent for evaluation. Once this is complete and request to recruit the football officer agreed we will advertise post and interviews will be held
- Interviews will be carried out by ASW Management Team.
- The Head of Business Development will line manage successful candidate

- The initial financial projections of the business are attached
 - Capital costs **(70k-90k per pitch)**.
 - Prices vary and final cost will only be available once initial assessment of location is carried out, however the figures above are following discussion with Sport-scotland capital projects team
 - Expenditure/Staff projections **(see attached)**
 - Income projections **(see attached)**
- As stated above our focus is to create a risk adverse business and one that:
 - Increases reputation of ASW as a commercial business
 - Meets a market demand within Perth
 - Opens up new and increased revenue streams for ASW
 - Diversifies our income, creating a stronger all round business
 - Makes us a one stop shop for many of our customers, members and users
 - Enhances our reach and influence
 - Enhances our student experience
 - Enhances our student recruitment and retention
 - Enhances our students employability prospects
 - Enhances our business partner engagement

Current Status

We have now procured consultants to support the feasibility work towards our development of the 5 a side complex.

A topographical survey has been undertaken together with an initial report of development area.

Through this process we have always considered “traditional sized” 5 a side pitches in the region of 37m x 20m.

Alongside this, we have been consulting with Scottish Football Association (SFA) who have advised an alternative position using slightly smaller pitches that may allow us to:

1. Increase number of pitches we can get on the site for our budget
2. Still have a high quality, very commercially viable option
3. These pitches integrate with SFA “player development pathway” and would therefore add another “string to our bow” by supporting youth football pathway that enhance commercial revenue, profile and reach.

Please see link below to 5 a side complex with 30mx20m pitches and commercial potential of such a complex on our campus.

<https://www.astro-kings.com/football/nottingham-4g-football-pitch-hire/hire-classic-5-side-football-pitch/>

We will be finalising our plans once we meet with consultants (sports labs) and SFA on 18th September at 10am. We will then finalise our drawings and share with SMT for approval and submit for planning permission.

At the same time, we will be proceeding with our procurement process with a strategy of confirming our budget and clearly highlighting the quality of complex we require and seeking tenders on the number of pitches that can be provided with a fixed budget.

Summary

In summary the investment into a 5-a-side complex will further increase the reputation of ASW as a commercial business, it will also:

- Meet a market demand within Perth
- Opens up new and increased revenue streams for ASW
- Diversify our income, creating a stronger all round business
- Makes us a one stop shop for many of our customers, members and users
- Enhance our reach and influence within the community and nationally
- Enhance our campus and student experience
- Enhance our student recruitment and retention
- Enhance our students employability prospects
- Enhance our business partner engagement

There is no current provision of a bespoke 5-a-side facility in Perth, meaning the complex can be the first of its kind in the City and has the potential to income generate significant revenue and the investment of development trust monies will be utilised in a facility that will be fit for purpose for many years to come. The complex will require increased but manageable revenue costs to deliver the service.

The complex will allow us to stay true to our philosophy of #HEREFOREVERYONE, due the nature and philosophy of the provision we will provide.

ASW is aware of its position as more than just a commercial driver for the college and this project will only serve to enhance the impact ASW has had with student and staff experience, student recruitment, experience and employability, partnership engagement and profile and reputation enhancement.

Recommendation

It is recommended that the Committee:

1. Note the opportunity presented for the development of a Five-A-Side Complex within ASW grounds.
2. Approve the use of the remaining £165,000 'Ball on the Wall' funds raised through the Perth College Development Trust Academy of Sport and Wellbeing in 2017/18 to fund this investment opportunity.
3. Approve the procurement process to seek tenders for the build costs associated with this development opportunity for Perth College UHI within its Academy of Sport and Wellbeing.

G McKenna

11 September 2020

Contract Strategy

5 Aside Sports Pitch – Design Consultancy

Reference: CS-PC-17621

Framework: Outdoor Play Equipment and Artificial
Surfaces 02-15

Version Control

Version	Name	Date Completed	Comments
1.0	Dee Matthew	23 rd June 2020	
1.1	Dee Matthew	08 th July 2020	Updated with comments / amendments by Amanda Mackenzie

Lead College Representative (Stakeholder):	Gareth Mckenna / Kevin Lynch	
Lead Department:	ASW / Estates	
Extension No:		
UIG Group:	Name	Department
	Gareth Mckenna	ASW - Business Development Manager
	Kevin Lynch	Estates - Head of Estates
	Dee Matthew	Procurement- Procurement Manager
Evaluation Group:	Name	Department
	Gareth Mckenna	ASW - Business Development Manager
	Kevin Lynch	Estates - Head of Estates
	Dee Matthew	Procurement- Procurement Manager
Title of Purchase:	Consultancy for Design for 5 Aside Football Pitch	
Description:	<p>ASW / Perth College UHI are looking to procure the services of a specialist design consultancy to assist with their upcoming tender for the build and installation of a bespoke 5 Aside outdoor synthetic sports pitch. The facility is to include floodlights, rebound fencing and overhead netting.</p> <p>ASW have a fixed budget of around £165K for design and build of the facility and require guidance on the best options available to maximise the number of pitches for the forecasted budget. The support and guidance provided by a specialist design consultancy will assist in the decision making process and the preparation of design and build tender documents. The consultancy can also assist in applying for planning, tender specification, ground surveys among other required aspects of the project. It is anticipated that the cost of this service will be circa £7000.</p> <p>ASW and Estates have advised they have the capacity to manage the project, but all involved feel they would benefit from some specialist input to ensure the projects considers all technical and commercial risks and opportunities.</p>	
Value of Contract:	Annual:	Total Value (Annual x Duration):
	£12.5K	£12.5K

Budget Approval (Finance Manager):	Graham Little		
Contract Duration:	4 Weeks		
Current Contract (if applicable):	Supplier	Year	Spend
Spend =	Not Applicable		
Reason for project eg current contract due to expire new requirement:	<p>ASW have secured funding of £165k via their “Ball on the Wall” development trust for the sole purpose to further support and develop the centre, to this end ASW have researched and identified a gap in the market in regard to smaller 5 aside outdoor synthetic complexes (football pitches), currently in Perth there are a number of full-size pitches, but nothing bespoke for 5 aside.</p> <p>To ensure the best available outcome and facility it would be prudent to enlist the assistance of a specialist within this industry.</p>		
Route to Market:	<p><i>As the contract value is below £50,000 the exercise is unregulated and requires either a 3 quote process or a call of from a framework.</i></p> <p>The Scotland Excel Outdoor Play Equipment and Artificial Surfaces 02-15 Framework offers a solution to the short timescale and the requirement for a quality professional facility. The framework provides, robust terms and conditions and due diligence has been conducted on the awarded suppliers, and therefore delivers the best value for money procurement route</p> <p>Supplier Selection</p> <p>The framework is not ranked and for a contract of this value provides the option to select any supplier listed under Lot 7. As the College have received positive feedback from Inverness College UHI on the performance of SportsLab, they were contacted to provide a quotation and confirm capacity and availability.</p> <p>Evaluation:</p> <p>Evaluation is not applicable as the Selection Procedure (Direct Award) method has been chosen however procurement did review the submissions for Inverness (UHI) and their commercial and technical scoring. The framework scoring is as below:</p>		

AWARD CRITERIA	Lots 1-4	Lot 5	Lot 6	Lot 7	Lot 8	Lot 9
	Design, Supply and Installation of OPE, OGE, MUGA, WS	Design, Supply and Installation of Artificial Surfaces	Installation	Design	Maintenance and Inspection	Annual Inspection
Commercial Section	10	10	55	10	50	70
Technical Section	90	90	45	90	50	30
Project Management	7	8	16	-	-	-
Design Quality	27	32	-	45	-	-
Approach to Consultation	9	13	-	18	-	-
Delivery of Community Benefits	6	6	3	2	3	2
Sustainability	6	6	3	3	3	2
Standard Implementation Plan	-	10	7	-	-	-
Risk Assessment	-	-	-	-	13	10
Scenario Assessment	23	-	-	-	-	-
Implementation Plan	5	-	-	-	-	-
Resources	7	15	16	18	20	16
Support for Funding Applications	-	-	-	4	-	-
Customer Care & Complaints	-	-	-	-	11	-
Service and Delivery	-	-	-	-	-	-
Contract Management	-	-	-	-	-	-
Additional Fixed Pricing	-	-	-	-	-	-
TOTAL	100	100	100	100	100	100

<p>Market Research eg number of suppliers, pricing strategy, services/product available:</p>	<p>Suppliers on the relevant Lot (7) of the framework - Outdoor Play Equipment and Artificial Surfaces 02-15 are as follows:</p> <ul style="list-style-type: none"> • Sports Labs • All Play Ireland Ltd • Eibe Play Ltd • Hawthorn Heights Ltd • MAC Consulting Limited • SAC Commercial Ltd • Sports Labs Limited • STRI Ltd
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<p>Process to progress tender eg stakeholder consultation involvement of other dept eg Facilities:</p>	<p>Procurement/Estates / Finance Consultation</p> <p>UIG set up to discuss and agree how to progress the project to tender stage, initial involvement of SportScotland however little to no response from them in the early stages resulted in the member being dropped from the UIG. At this point it was agreed that another specialist would be required.</p> <p>Market Research</p> <p>ASW have presented a thorough business case for their project and have researched the viability of the proposed facility.</p> <p>Research by procurement revealed numerous suppliers for this type of facility, further advice and input from Derek Cowie at Inverness College (UHI) who are carrying out a similar but much larger tender at the moment highlighted the ScotlandExcel Framework for Outdoor Play Equipment and Artificial Surfaces 02-15. The framework has 10 lots with both mini competition and direct award available on specific lots. Design consultancy is covered by Lot 7 (Design of artificial surfaces, multi-use games areas and wheeled sports is applicable).</p>
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Develop Tender Documents

Specifications and tender documents will be developed and agreed by both procurement and the lead stakeholders, including SportsLabs.

Ensure the specification covers the following:

- An assessment of works to enable the installation of 2 or 3 no 3G outdoor artificial pitches, specific for 5 Aside Football
- Detailed Design of the facilities, including obtaining all necessary consents
- Preparation of all necessary works information to enable the works to be procured
- Preparation of detailed cost estimates
- Liaising with Perth College's/ ASW / Estates project manager.

Scotland Excel Framework Outdoor Play Equipment and Artificial Surfaces 02-15 Lot 7 -Design Scope Appendix 1 will be referenced.




Appendix 1-Lot7.
Design Scope.pdf

Procurement Process

The chosen procurement process is Selection Procedure (Direct Award). From Lot 7 on the Outdoor Play Equipment and Artificial Surfaces 02-15 Framework, this route was selected after careful consideration where the factors such as timescales, Technical Expertise and Supplier Recommendation.

Although there is a competitive Selection Procedure option available for Lot 7 after discussions with the stakeholders and the expected low value of this phase of the project it was agreed that the Selection Procedure (Direct Award) route would speed up our process and potentially allow us to keep to our timescales to avoid the build being delayed due to adverse weather later in the year.

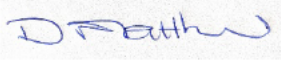
Procurement also engaged with Inverness UHI who are carrying out a similar but much larger project it was ascertained that from their mini competition for Design services their chosen bidder SportsLabs would provide the service and technical expertise we are looking for. It was also noted that Inverness only received 3 bids from a list of 7 potential bidders.

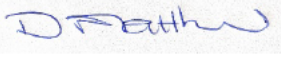
	<p>Award</p> <p>The award procedure will be carried out as per the requirements of the Framework as outlined below.</p> <p>Each time a Member awards a Work Package under the framework, it enters into a separate contract with the supplier.</p> <p>In order to award a Work Package under the framework, the Member must issue an instruction to carry out the Work Package to the supplier which is referred to as a 'Package Order'.</p> <p>A Package Order incorporates the Contract Data and any other relevant documentation to form the contract. It is not necessary to include a copy of the work package conditions with the Package Order provided the Contract Data references the appropriate conditions and amendments.</p> <p>There is no set form that the Package Order instruction should take. Members must ensure that the format and method they use to issue an order is consistent with their own policies and procedures relating to placing orders and/or awarding contracts.</p> <p>Awards will be made using the relevant documentation:</p> <p><i>NEC3 Professional Services Short Contract, April 2013 (Lot 7)</i></p> <p>To provide a quotation where a Professional Services Short Contract has been selected, the supplier must:</p> <ul style="list-style-type: none"> • complete the relevant Consultant's Offer including the staff rates and the offered total of the Prices. • complete a Price List • provide any information which will be included in the Scope e.g. method statements and risk assessments. • <p>A Contract Data template for NEC3 Professional Services Short Contract, pre-populated with the standard framework Contract Data, is provided Appendix 2 and guidance on completing this is available from the ScotlandExcel Framework.</p> <div style="text-align: center;">  <p>0215Appendix 8_-_Contract_Data_T</p> </div>
<p>Sustainability:</p>	<p>The following has been set out in the Framework:</p> <p>Community Benefits:</p> <p>SportsLabs: We will work with the contracting authority and their affiliates to offer as much community benefit as possible. Over the years we have seen,</p>

	<p>underdeveloped areas in particular, benefit hugely by new sports facilities. The opening of a new facility will undoubtedly create employment positions but can also help local businesses. Throughout the project we like to choose local companies to service the requirements for surveys rather than employing a firm from another locale, reducing the carbon footprint of the project. The very fact that a new sports pitch would be being built will automatically provide a venue for more exercise, creating healthier members of the community. We would ensure that the project is built to the requirements of 'Secure by Design'. Our designs could help to reduce crime by ensuring that the site is secured by appropriate fencing and security systems. We would also use social media from the outset of the project. We can post regular updates on the project page informing people how the project is progressing. This can also be used post- completion to generally advertise the facility and any special events they would hold. As part of our design process we offer free advice to community clubs and sports facilities as to their future needs and current existing facilities. We can visit sports facilities to meet specifically with local football, hockey or tennis clubs. We also currently issue community newsletters updating stakeholders, user groups and the wider community of developments in the project.</p> <p>Social</p> <p>Social Check supplier has a modern slavery statement (if relevant).</p> <p>Investigate any Value Added Services that the supplier can offer the college to enhance student experience.</p> <p>Fair Work Practice Investigate the supplier's commitment to delivering Fair Work Practices and payment of the living wage.</p> <p>.</p>
<p>Any risks associated with project?</p>	<p>Covid-19 Site Drainage Noise Proximity of Housing Adverse Weather</p>
<p>Have the following checks been considered and carried out where necessary?</p> <p>Be advised that it is the Stakeholders responsibility to carry out these checks where applicable. If the answer to the question is no, the Procurement Service will not be responsible for carrying out these checks and the Stakeholder accepts full responsibility.</p>	
<p>Health and Safety i.e. Risk assessments and Method Statements</p> <p>Required for projects which hold a Health and Safety risk such as window cleaning, grounds maintenance etc. Further advice should be sought from the College Health and Safety Manager.</p>	<p>TBC</p>


Disclosure Scotland/PVG	N/A
Applicable where requirements involve the suppliers/contractors may come in to contact with vulnerable groups. Further advice should be sought from HR Department.	
IR35/Off Payroll Working	TBC
Where the nature of the services being delivered is that of an Employer/Employee relationship ie Consultant, Interpreter, Training Provider etc the HMRC Employment Status for Tax tool must be completed and guidance must be provided within the Tender Document and Contract Notice. (https://www.tax.service.gov.uk/check-employment-status-for-tax/setup)	
General Data Protection Regulations (GDPR)	N/A
Where the handling of Personal Data is a core function of any service to be provided suppliers must complete a GDPR Contractor Assurance Assessment as part of their tender submission. A Privacy Impact Assessment must be carried out (see above). Further advice should be sought from our DPO.	
Any lessons from previous projects?	

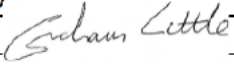
Project Implementation	Key Completion Date
Task:	
UIG Creation:	March - April 2020
Market Research:	April - May 2020
Budget Approval:	June 2020
Complete Project Strategy:	June/ July 2020
Specification:	N/A
Tender Development:	N/A
Advertise Tender on Public Contracts Scotland:	N/A
Site Visit:	TBC
Tender Return:	N/A
Evaluation Period:	N/A
Recommendation Report:	July 2020
Supplier Appointment:	July 2020
Contract Implementation (pre meeting, etc):	July 2020
Contract Commencement:	July 2020
Contract End:	November 2020
Contract Revisit e.g. 6 Months Prior to End Date:	N/A

Strategy Completed by:	
Name:	Dee Matthew
Job Title:	Procurement Manager
Date:	8 th July 2020
Signature:	
Any further action or comment:	

Procurement Authorisation	
Authorised by Procurement Manager	
Name:	Dee Matthew
Job Title:	Procurement Manager
Date:	8 th July 2020
Signature:	
Any further action or comment:	

Stakeholder Authorisation	
Authorised by Estates Officer	
Name:	Kevin Lynch
Job Title:	Head of Estates
Date:	08/07/2020
Signature:	Kevin Lynch
Any further action or comment:	

Stakeholder Authorisation	
Authorised by ASW	
Name:	Gareth McKenna
Job Title:	Interim Head of Business Development
Date:	8/7/20
Signature:	
Any further action or comment:	

Stakeholder Authorisation	
Authorised by Finance	
Name:	Graham Little
Job Title:	Interim Head of Finance
Date:	8 th July 2020
Signature:	
Any further action or comment:	

Perth College UHI

Paper 7

Committee	Finance & General Purposes Committee
Subject	HR Update
Date of Committee meeting	21/09/2020
Author	Katy Lees, Head of HR & Organisational Development
Date paper prepared	14/09/2020
Executive summary of the paper	Update on key HR issues for the period to end of August 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)	
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:	No
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:

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<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: 14 September 2020

National Job Evaluation Scheme

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

Permanisation

Each Sector Development Director has a full list of academic staff who are in scope for Permanisation for the rest of this academic year and work has been allocated accordingly. The scoping exercise for Support Staff is now starting as they come into scope in November 2020.

Multi-post functionality in the Payroll system

Work has been completed to implement multi-post functionality within the payroll system (Payrite), this required 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. This then took place in June which required further work to take place but this is now in place with the exception of additional work needing to take place in relation to leavers. This has resolved 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 was undertaken in May with the completed report and associated action plan going to the next meeting of Audit Committee.

Equality and Diversity

Further work has taken place on the College website to bring all of the E&D areas together. The IGAP report does not yet have a completion date and may be disbanded however this has yet to be confirmed. Work is being undertaken on EQIA's and to update the E&D operational plan due to the delayed experienced during COVID19.

Health, Safety and Wellbeing

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

CIPHR	2018/2019 (full year)		2019/2020 (full year)	
	Total Sick Days	Average Sick Days per Head	Total Sick Days	Average Sick Days per Head
Management	15	0.6	35	1.95
Support	1908	5.9	3161.5	12.65
Academic	1011	4.5	852	3.46
Total	2934	5.19	4048.50	7.88

The cumulative sickness absence rates for the College for 2019/2020 have increased compared to 2018/2019. This was identified early on in the 19/20 year and it was felt that the total number of sickness days would be more in line with previous years.

When you do consider the three-year trend the total number of days sickness absence has increased. In relation to the average sick dates per head this has also increased and by more than expected but this can be attributed to an overall reduction in the number of staff on the HR system at the end of July 2020. Previously fixed termed contracts have been allowed to progress over the whole of the summer which is their annual leave period but this has created issues in relation to permanisation so this process has stopped and there is now better management of fixed term staff. In addition, there has been a cleanse of the HR system and staff have been removed where they have not worked for more than 2 years which again has seen a drop in headcount.

CIPHR	2017/2018 (full year)		2018/2019 (full year)		2019/2020 (full year)	
	Total Sick Days	Average Sick Days per Head	Total Sick Days	Average Sick Days per Head	Total Sick Days	Average Sick Days per Head
Management	118.5	5.38	15	0.6	35	1.95
Support	2385.75	9.21	1908	5.9	3161.5	12.65
Academic	1031.5	5.67	1011	4.5	852	3.46
Total	3538.25	5.51	2934	5.19	4048.5	7.88

In 2019/20 we started to evidence the split between short term (less than 4 weeks) and long term (4 weeks and more) sickness absence and the cumulative date for this is show below. This will allow for more robust comparisons in future years.

	Cumulative (Aug 2019 - July 2020)	Cumulative (Aug 2019 - July 2020)
	Short Term - Total Sick Days	Long Term - Total Sick Days
Management	35	0
Support	1522.5	1639
Academic	339	513
Total	1896.5	2152

In 2019, the average number of working days lost per employee in the Public Sector was 8.5 % with the Education Sector reporting a figure of 5.9%. For 2019/20 we have exceeded this benchmark but I would caveat this when considering our short term sickness absence only, where the average number of sick days per head is only 3.7 days as the average sick days per head, with our long term sickness absence exceeding this at 4.2 days per head.

Overall I think 2019/20 has been a challenging year for Perth College in relation to sickness absence due to the number of staff who have been off with long term sickness absence and also COVID19 had had an impact.

The College is following the trend seen with an increase of staff reporting mental health absence and we are looking at ways we can support staff further. We will be creating a short life working group looking specifically at Stress once the work related to COVID-19 has reduced.

Organisational Development

Staff were asked to complete a number of mandatory trainings in January 2020 and completion rates are as set out below. There has been an overall improvement, and managers have received regular updates on the staff training that is outstanding. It has also been identified that the Health and Safety Training needs a review which is in progress. Staff are being given time to undertake this training on an upcoming Staff Development Day.

Course name	Completed at			
	29/01/2020	25/02/2020	18/05/2020	19/08/2020
Bribery Act v.1	28%	58%	78%	88%
Bullying and Harassment Part 1 v.1	20%	53%	74%	85%
Data Protection (GDPR) v.1	32%	61%	80%	88%
Diversity in the Workplace v.1	18%	51%	72%	83%
Health and Safety Part 1 v.1	17%	43%	65%	79%
Health and Safety Part 2 v.1	18%	50%	72%	81%
Safeguarding in FE Colleges v.1	21%	52%	74%	84%
Stress Management for All Staff v.1	23%	53%	74%	84%

Turnover

The crude turnover rate for the College for the 19/20 year is 26%. This is a significant increase from that seen in 18/19 (15.4%). There has been a considerable data cleanse of the HR system, which is impacting on this data. When hourly paid leavers have been removed the turnover is 13.7% and we see a 7% turnover of staff during the months of June and July 2020

Committee	Finance & General Purposes Committee
Subject	Risk Review – Finance & General Purposes Committee
Date of Committee meeting	22/09/2020
Author	Ian McCartney, Clerk to the Board of Management
Date paper prepared	14/07/2020
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?	Board Members and SMT have been consulted via discussions at sub-Committees
Action requested	<input 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

Perth College UHI

<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>Island communities</u> 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)? 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>

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

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

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

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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 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. Commission tender process for integrated Finance/Payroll/HR system 	Depute Principal Academic ICT Manager Vice Principal	Ongoing Ongoing June 2021
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. 	<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 	9	↔	Improve completion levels for Mandatory Training	Head of HR & OD	Dec 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
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	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Disruption to business systems and student learning. Increased costs. 	Principal	3	3	9	<ul style="list-style-type: none"> 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	↔	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Change in Government control/legislation. Ongoing Implications of ONS 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Links to Audit Action Plan 	15 (3,5)	↔	<ul style="list-style-type: none"> Keep abreast of interpretation and updates. Maintain awareness. Involvement with sector, Colleges Scotland and SFC working groups. 	Vice Principal External	Ongoing Ongoing
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, top-slice etc. 	<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. 	Principal	4	5	20	<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. Review Business Development Strategy 	Principal Vice Principal External	Ongoing July 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	
				COVID-19	Financial impact of reduced student numbers, delayed Consultation process, commercial income, etc											
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	
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	

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
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"> • Monitoring of UHI wireless network hardware and process 	ICT Manager	Ongoing
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	Contracts signed without required approvals. Failure to consult with College SMT and AST Board Poor outlook due to worldwide collapse in aviation market	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 • Going Concern work prioritised • Job Retention Scheme/Salary Holidays/Rent Reduction to reduce costs while not trading 	20 (4,5)	↔	<ul style="list-style-type: none"> • 2020/21 Business Plan reviewed once return dates are confirmed 	Vice Principal External	31 August 2020
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 	Vice Principal External	31 July 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
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 	6 (2,3)	↔	<ul style="list-style-type: none"> Compliance with relevant areas of Audit Action Plan 	Head of Finance	Ongoing
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.

Committee	F&GP Committee
Subject	Committee Minutes
Date of Committee meeting	21/09/2020
Author	Various
Date paper prepared	14/09/2020
Executive summary of the paper	<p>The following committee minutes are presented for noting:</p> <ul style="list-style-type: none"> • Paper 9a – JNC Support Staff, 11 June 2020 • Paper 9b – JNC Lecturing Staff, 11 June 2020 • Paper 9c – JNC Budgetary, 22 June 2020 • Paper 9d – JNC Budgetary, 20 August 2020 • Paper 9e - JNC Budgetary, 01 September 2020
Consultation How has consultation with partners been carried out?	n/a
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input 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.

Perth College UHI

<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	n/a
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	Yes/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>	<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>	Non Confidential

Perth College UHI

Freedom of information	Yes/ No
Can this paper be included in "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

JNC : Support Staff

Note of Meeting held on Thursday 11 June 2020
1.30pm, by Webex VC

Present: **Management Representatives**
Katy Lees (KFL), Head of HR & OD (Chair)
Dr Margaret Cook (MC), Principal

Support Staff Representatives

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

Apologies: Lorenz Cairns (LC), Depute Principal Academic

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
3.	Finance – update CSW to set up a joint JNC meeting, with both EIS and Unison, after the Board meeting in July, to discuss the 2020-21 budget.	Carolyn Sweeney-Wilson	ASAP
4.	Review of Actions / Matters arising not included elsewhere on the Agenda 4.1 <u>Retirement Policy Feedback – update</u> This item to be postponed until a September, or a later, meeting. CSW to add to an appropriate agenda. 4.2 <u>TOIL Guidelines – update</u> KFL to circulate the TOIL Guidelines to Unison.	Carolyn Sweeney-Wilson Katy Lees	Next meeting Immediately

Summary of Action Items

Ref	Action	Responsibility	Timeline
5.	HR Statistics & Updates KFL to circulate information on the H&S SLWG on work related stress to all Unison reps and they to take turns attending the group meetings.	Katy Lees	Next meeting
9.	COVID-19 - Updates 9.5 <u>Annual leave carry forward</u> KFL to respond to Unison request for the 5 day carry over period to be extended, so that staff could their carry over leave up to the end of the annual leave year in 2020-21, rather than by Christmas.	Katy Lees	ASAP
11.	Pension/Pay Items 11.1 <u>Multi-post functionality</u> KFL to send the draft letter, regarding multi-post functionality, to Unison reps for their information.	Katy Lees	ASAP

Minutes

Item	ACTION
<p>1. Welcome and Apologies</p> <p>KFL 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 5 March 2020, having been circulated, were approved as an accurate reflection of the discussions that had taken place.</p>	
<p>3. Finance – update</p> <p>GL had previously circulated his comprehensive update document, which he spoke to.</p>	

Item	ACTION
<p>GL indicated that the financial papers had now been presented to the F&GP Committee and Board of Management.</p> <p>As at 30 April 2020 the College was showing a deficit of £604K but this was set against a budgeted deficit of £910K</p> <p>Income was ahead of budget by £64k to Month 9, with the largest variances generated in Bursary Income £233K (this would be matched by Expenditure), Other Income £187K (which included £96K of backdated ESIF and ELC funding not originally budgeted for) and Research £163K.</p> <p>Tuition Fees were under budget by £220K, but this was due to the timing of completion on delivery of modules for Foundation Apprenticeships and Flexible Workforce Development Fund (FWDF).</p> <p>Non-Salary costs total (excluding Bursary) were lower than budgeted by £341K. Premises were underspent by £187K, but this was largely to do with timing. However, Teaching Departments and Administration & Central Services were both reporting overspends.</p> <p>Overall, the College was in a slightly better position than budgeted at the end of April, but there were still 3 months to go before the end of the financial year and things could change.</p> <p>JE asked for an idea of where the College was headed financially, in light of the Inverness College budget deficit announcement. Were Perth in a position for an expected budget for next year. MC said that the Board of Management had met yesterday (10th) and an indicative budget was submitted. Unfortunately, at this point in time, the predicted budget deficit was £1.8m. There was not enough information for the Board to approve this budget yet and there was another meeting planned for the end of July to bring an updated budget to the Board. Projections on income and expenditure still needed to be finalised, but then there would be a review to see if the gap could be improved. MC said that, based on the indicative budget, it was clear that the College was going to be short of money. MC indicated that Inverness College had applied for their VS scheme in January, which was pre-COVID and, at this point in time, no-one knows what the future would look like.</p> <p>JE said that while she appreciated the budget still had to be finalised and the end of year had not yet been reached, but the deficit indicated was more than double that of Inverness College. MC reiterated that this budget was only indicative and until the budget was finalised, then the deficit could not be confirmed. MC said that Colleges had expected to get some leeway from SFC, given the COVID-19 situation, but SFC have told Colleges that they still expect balanced budgets. Inverness' deficit was in January, which was pre-COVID and would not have taken account of the revised economic situation as a result of the COVID situation.</p>	

Item		ACTION
	<p>JE said union reps would like an update on future finances as soon as they were available. MC said she would be happy to give Unison an update at the end of July, once the budget had been agreed by the Board.</p> <p>JE said this would be helpful, as reps would not want to be getting any shocks and the more aware they were, the better prepared they could be.</p> <p>After a short discussion, it was agreed that, if EIS were amenable, a joint meeting with both unions be held, after the July Board meeting, to discuss budgets.</p> <p>Action: CSW to set up a joint JNC meeting, with both EIS and Unison, after the Board meeting in July, to discuss the 2020-21 budget.</p> <p>KFL thanked GL for his time and GL then left the meeting.</p>	CSW
4.	<p>Review of Actions / Matters arising not included elsewhere on the Agenda</p>	
4.1	<p><u>Retirement Policy Feedback – update</u></p>	
	<p>Action: This item to be postponed until a September, or a later, meeting. CSW to add to an appropriate agenda.</p>	CSW
4.2	<p><u>TOIL Guidelines – update</u></p>	
	<p>KFL indicated the TOIL Guidelines would be circulated shortly and confirmed they were presented to CMT.</p>	
	<p>JE queried what was settled on for the weekly limit. KFL said she would need to check her notes. JE said she didn't think the final document had been circulated to Unison.</p>	
	<p>Action: KFL to circulate the TOIL Guidelines to Unison.</p>	KFL
	<p>MC said she attended the Side Table for NJNC yesterday and TOIL was part of negotiations for this year. KFL confirmed that until guidelines were issued nationally, they would continue to be under local purview.</p>	
5.	<p>HR Statistics & Updates</p>	
	<p>KFL spoke to the HR Statistics report that she had circulated for this meeting.</p>	
	<p>The E&D Mainstreaming report was published at the end of March. This meant that the College was currently up to date with Statutory</p>	

Item		ACTION
	<p>E&D requirements and a new area on the website was created to host all of the relevant E&D documents.</p> <p>Cumulative sickness absence levels were more in line with those seen in 2017/18 and this trend was expected to continue for the rest of this academic year.</p> <p>For March 2020, when reviewing the split between short term and long-term sickness absence there were now more support staff on long term sickness than short term, this was a change from previous months where academic staff had the dominance. New long-term sickness absence cases were not due to work related stress.</p> <p>In March 2020 13 members of staff were off long term. At this time the number of staff on long term sickness absence had reduced from 13 to 8. The Health and Safety Committee were looking to create a short life working group (SLWG) which would have a focus on Stress and KFL asked if Unison reps would like a seat on this group. JE confirmed that they would.</p> <p>Action: KFL to circulate information on the SLWG to all Unison reps and they would take turns attending the group meetings.</p> <p>To note, absence due to COVID-19 was being 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 had been included in the sickness absence figures in this report.</p> <p>KFL referred to the Mandatory Training and indicated that update numbers were improving, but work was still required to be done to improve these rates. All staff had also been given the opportunity to access free training on Microsoft Office products.</p> <p>The crude turnover rate for the College from August 2019 to end of May 2020 was 19%. This was an increase from that seen between August 2019 and January 2020 (11%) and is higher than that seen in 2018/19 (15.4%).</p> <p>However, there was currently underway a review of hourly paid staff who may not have worked for the College for a number of years, but remain on the system. The process of removal of these records was ongoing and would continue until the end of this academic year. Potentially, this could give a significant increase in the turnover rate for 2019/20. In addition, a leaver included staff who leave a secondary role, but remain employed within the College and therefore was not a true leaver. There had been an initial review to remove these 'leavers' from secondary posts and this now gave a turnover figure of 16.9%.</p> <p>It was anticipated that the final data for 2019/20 would have those 'leavers' from second posts removed, but would still include both</p>	KFL

Item		ACTION
	<p>voluntary and involuntary leavers. However, it was still expected that the end turnover rate for 2019/20 would remain at a level higher than 2018/19 due to the data cleanse exercise and due to this change in calculation method, it would not be possible to do a direct comparison of turnover with previous years.</p> <p>JE queried who was taking the lead on sickness absence management and who was appropriately trained to do this. KFL said that the HR Advisers would deal with any cases initially, with reviews on a weekly basis, before passing on to the Business Partner if required.</p> <p>In response to JE's query, on what was the general feeling regarding long term absence and capability, KFL said capability would be a last port of call, but there were instances where this may be necessary. JE asked if long term absences were being managed strictly. KFL said they were being managed more visibly and possibly with a stronger focus. Also, KFL said HR were making sure records were closed off appropriately and were intending to do some management training, when possible, to support managers support their staff. There was more that needed to be done in relation to work related stress, which was why a SLWG was being formed to look at this. There had been a lot of work done some years ago on work related stress, but nothing further was taken forward, hence the SLWG being set up.</p> <p>JE said that staff turnover seemed high and asked if the College currently had a practice of routinely doing exit interviews/ questionnaires. KFL said theoretically, yes, this was done, but she was not confident that they did in fact take place. KFL said this would be reviewed in more depth once the current crisis was over. JE said that if any kind of analysis was going to be conducted then staff would need to be met with before they leave, as once they'd left the College they might not be bothered to reply. KFL said some of the turnover figures referred to staff with multiple posts, so there was still some work to be done in order to provide more accurate figures; as currently an accurate picture of turnover was not being provided.</p> <p>6. Staff Engagement Group - update</p> <p>KFL said this group had met recently, but the meeting consisted of mainly a general update and there was not anything of significance coming out of that meeting. Discussions mostly centred around the current COVID situation and were staff happy with the level of support they were receiving etc.</p> <p>7. National Bargaining - update</p> <p>KFL asked if the reps had any feedback on National Bargaining. WF said he had not received any feedback from the recent meeting.</p>	

Item		ACTION
	<p>MC said she had attended this meeting. There was a very large agenda and they did not manage to get through all the items.</p> <p>The main topic for discussion was the pay claim, which had only been received the night before, so there was not much discussion on the detail of this, just around context. Discussions were had about 'fair work' and there was some concern that not all institutions were implementing national agreements in the same way.</p> <p>There was discussion about the Living Wage, in reference to a couple of colleges and their contracted out catering services. Discussion about financial challenges and recognising that the deficit for colleges in 2019-20 would be about £25m, but for next year it was predicted to be £100m.</p> <p>Discussions regarding Unison's position on redundancy and redeployment. Some discussion around a joint bid to the Scottish Government for additional funding for the sector. The application of the 1st April 2020 pay rise, and how that was implemented, recognised that there was failure to agree on this. Discussion with Unions about how they would take this forward. Facilities time and annual leave discussions and the rest of the agenda did not get discussed due to running out of time.</p> <p>MC said she would be coming off the NJNC.</p> <p>8. Healthy Working Lives - update</p> <p>KFL had circulated a paper on the HWL survey results, but noted that this survey was pre-COVID. However, KFL thought JNC members would like to have sight of the full survey.</p> <p>JE said a SLWG should be formed to develop an action plan around these results, as there were many issues around various aspects, which would need to be reviewed outwith this forum.</p> <p>9. COVID-19 - Updates</p> <p>9.1 <u>Return to Work Arrangements</u></p> <p>MC indicated that a paper had been circulated regarding return to work arrangements in relation to the curriculum. JE said she would be keen to join the working group mentioned in the paper. MC said that, given the curriculum nature of this group, she felt it would be more appropriate for Unison to join the general group, which was being set up, as this would probably be a more relevant group. MC said there was some discussion at yesterday's NJNC about return to work and the guidance for FE would be issued by the end of next week and this would give a starting point. MC said she would very much welcome Unison's involvement in this. MC said that the group would also have to look at industry specific guidance as it would be</p>	

Item	ACTION
<p>different for different sectors eg construction, catering industry, hairdressing etc.</p> <p>The College had also started the process of buying materials eg Perspex for readiness to start back. SFC had advised the College to spend the buildings money this year and it would be spent on COVID items and works on buildings eg residences etc.</p> <p>The COVID Testing centre would be terminated on 31st July. Schools return on 11th August, but a firm date for FE students to return had not yet been confirmed.</p> <p>JE said if a logistics group was set up, then Unison reps would be happy to be part of that. In relation to the paper on 2020-21 Planning that MC had referred to, JE noted that there were issues around Estates and IT, so this was why she thought it would be helpful to have information on this shared with Unison. MC said this would also be covered in the general group, but confirmed that if there was anything not covered in the general group, that Unison felt should be, then Management would make sure this was shared.</p> <p>JE referred to an EIA questionnaire being done around returning and said she had particular concerns regarding BAME workers and pregnant women etc. MC said that, as a matter of course, the College would be considering these groups as part of the process and would make sure that these things would be taken account of.</p> <p>9.2 <u>Furlough Scheme</u></p> <p>KFL confirmed that there were currently a number of staff furloughed and the final date for starting a new furlough was yesterday (10th). KFL said she had not yet sent the final list to Unison as it had changed slightly, but she would circulate this to reps by the end of next week.</p> <p>KFL said Management were appreciative of all staff who had agreed to be furloughed. She had not yet submitted a claim, as the College was only allowed to make one claim per month and wanted to ensure no-one was missed. However, KFL anticipated submitting claims by the end of June for April and May.</p> <p>9.3 <u>Lessons Learnt review</u></p> <p>KFL said the College would be looking to have a review in the future and Unison would be part of this, but it was likely to be nearer September before this would take place.</p> <p>9.4 <u>Staff currently accessing the College</u></p> <p>JE wanted clarity on current arrangements for staff accessing the College. This was an issue raised through their national branch and JE was concerned that more staff than necessary were accessing</p>	

Item		ACTION
	<p>their workplace. JE wanted to know if the College were confident only authorised staff were coming onto campus and that they really needed to.</p> <p>MC said this was also raised at yesterday's NJNC. The rules the College run meant that staff would need to receive permission from a member of SMT and this had worked in the main. Some days more people appeared than would be preferred, but it was important that students were supported with IT etc. However, Management did not want this to become a 'free-for-all' and would probably address this some more via a staff communication. MC said she was confident that vast numbers of staff were not accessing the College.</p> <p>RR said he was copied into details of who was coming into College and keeping a note, including vehicle registration number, building staff were visiting etc, but due to GDPR, the Testing Centre security staff thought they shouldn't be provided with this information. Catherine had now worked out a code for staff, so the security staff would know College staff were approved and expected. However, some staff had actually come into College to work in their office and had been denied access as a result.</p> <p>WF said a few students had come into College because their IT was not working as expected and seemed to think they could just turn up every Wednesday; but the numbers were not big.</p> <p>MC said she was happy to receive feedback if anyone thought this was becoming a bigger issue.</p> <p>MC said there would need to be a discussion about kit and how this would be returned, as well as how kit would be sanitised upon return. WF said IT kit was being cleaned by IT staff as soon as it was returned. MC wanted reassurance that IT staff were protecting themselves and taking the appropriate precautions. WF confirmed staff were taking the proper precautions.</p> <p>9.5 <u>Annual leave carry forward</u></p> <p>JE said that as part of the national agreements on annual leave carry forward the word 'flexibility' was used to ensure that there was not a rigidity in implementing this rule. However, JE wanted to check that the position at Perth was that if staff couldn't take all their leave, they would be able to carry forward 1 week. UK-wide nationally COVID regulations allow for a 2 year carry forward and all of the information JE had found indicated this was an untested area and, until someone challenged this, everyone would be wondering if this could be enforced. However, JE was concerned if there were cases where people won't be able to use all leave if they couldn't carry it over.</p>	

Item	ACTION
<p>MC said it was very clear that this guidance regarding the 2 year carry forward refers to Key Workers. Beyond that, there was a requirement for flexibility and this was for the minimum of 5 days. The 1 week carry over had always been Perth's practice, but not all institutions had this. Perth was complying with the requirements of the deal that was struck with the unions in regard to this. From a position of health and wellbeing, MC felt it was important that all staff should take their leave. As a result, MC said she would be resistant to staff carrying over more than 1 week.</p> <p>JE said she was thinking in particular of staff who had been furloughed. MC said the furlough regulations were clear on this and staff on furlough should also take their leave. KFL said staff had been informed on a number of occasions, through the FAQs, to take holidays and managers had been asked to encourage staff to take their leave.</p> <p>WF queried if furloughed staff would be able to take more than 5 days carry over. MC said that staff would not be allowed to carry over more than 5 days. Staff should take their holiday as part of the furlough.</p> <p>JE queried if staff didn't take all their leave before the end of the leave year, she thought there could be a statutory, or contractual, breach if staff don't take their holidays. If staff were furloughed they would need to ask to take their leave; there was not much information on managers having to impose leave on staff. MC said the rules were clear that employers could ensure leave was taken, although managers did not want to get into a position of this being imposed. MC said it would not be fair on non-furloughed staff if furloughed staff then received payment for annual leave that they don't take within the annual leave year. There was no equity then for those staff who had been working hard and finding those who had been furloughed were getting paid for leave. KFL said the only time the College would pay for holiday leave was when staff leave the College.</p> <p>There was then a further, more lengthy, discussion about whether people who were shielding could carry forward more of their leave, but Management noted that some staff who were shielding, were actually still working from home. JE felt that there was a need to update members about leave, that staff should take a break, but if anyone thought their circumstances were exceptional they should speak to the union. MC said that SMT's advice was clear and Management did not want to treat one group of staff differently from another group. KFL said that the Memorandum of Agreement was clear about taking leave within the current leave year and this should be what Unison was advising their members.</p> <p>WF said that the expectation was that the 5 days carry over was to be used by Christmas and queried if SMT would extend this to the end of the leave year. KFL said it would be hoped staff would want</p>	

Item		ACTION
	<p>to take their holiday by Christmas, but she would get back to WF to confirm guidance for staff.</p> <p>Action: KFL to respond to Unison request for the 5 day carry over period to be extended, so that staff could their carry over leave up to the end of the annual leave year in 2020-21, rather than by Christmas.</p> <p>9.6 <u>Allowance payment for working from Home</u></p> <p>JE noted that an allowance payment for working from home was included in the pay deal and wondered if SMT had given any consideration to this. KFL said she would be issuing some guidance to staff about claiming the £6 per week, via HMRC.</p> <p>9.7 <u>Reduced working week</u></p> <p>JE indicated that she was aware some colleges had designated a 'wellbeing day', or had reduced working hours, to shorten the working week and queried if SMT had considered this. MC said she was only aware of one college looking at a 4 day week, but this was for full hours. MC said that the College was flexible, but was aware of some staff who were currently working full hours, but also that there were some staff who were not working full hours. However, in terms of a formal reduction in hours, SMT had not considered this. JE asked if this was something SMT would consider more formally. There was a request in the national pay claim to reduce working hours. MC said there was also a request for paid tea breaks, which would then reduce the working week to 30 hours. MC said that none of this had been considered formally yet.</p> <p>JE requested that SMT consider this formally, perhaps even to have one Friday a month as a 'wellbeing day' at the very least. JE said that resources could be circulated to staff to actively encourage them to participate in wellbeing activities. MC said that Management had already given staff 2 days extra leave, as part of the COVID situation, but this had caused issues with some staff. However, MC said if Unison wished to put forward a proposal to SMT, then they would consider it.</p>	KFL
10.	<p>Unison Items</p> <p>10.1 <u>Nursery Pay</u></p> <p>KFL confirmed she was still to provide a response on this and said she would send this to JE tomorrow, followed by a further discussion about this next week.</p> <p>10.2 <u>Term Time only Pay Formula Changes</u></p> <p>It was agreed that there would be a discussion on this matter outwith this meeting.</p>	

Item		ACTION
11.	<p data-bbox="300 203 587 239">Pension/Pay Items</p> <p data-bbox="300 280 719 315">11.1 <u>Multi-post functionality</u></p> <p data-bbox="300 353 1273 499">KL advised that she would be writing to 88 members of staff who were affected by this. Once the changes were made in the Payrite system, it would mean staff would have one payroll record, although they would still have multiply records in CIPHR.</p> <p data-bbox="300 537 1230 645">The implications of this in month 1 would be that there may be a slight difference in terms of tax due to adjustment. NI deductions may be affected, but there would be no change to pensions.</p> <p data-bbox="300 683 1270 790">KFL said she would be writing to staff, confirming all the details, before pay day this month. KFL said she would send the draft letter to Unison, for their information.</p> <p data-bbox="300 828 1118 902">Action: KFL to send the draft letter, regarding multi-post functionality, to Unison reps for their information.</p> <p data-bbox="300 940 663 976">11.2 <u>NI underpayments</u></p> <p data-bbox="300 1014 1267 1267">KFL had previously identified that there had been some underpayments of NI for some staff and that research had gone as far back as tax year 2017 for review of this. The College was in touch with HMRC and agreeing the payments with them. KFL said she did not have specific figures yet, but when she had a firmer picture, hopefully in the next month, she would send the information to Unison reps.</p> <p data-bbox="300 1305 611 1341">11.3 <u>Pension errors</u></p> <p data-bbox="300 1379 1254 1453">KFL said that the pension errors were all resolved at the end of the last tax year; most of which were due to multi post functionality.</p> <p data-bbox="300 1491 571 1527">11.4 <u>Tax matters</u></p> <p data-bbox="300 1565 1281 1639">KFL said that the tax matters were also all resolved at end of last tax year; again, mostly due to multi post functionality.</p> <p data-bbox="300 1677 1238 1823">JE said that she would need to check the guidelines to see what National Insurance the College could claim back from employees. KFL said she would share the guidelines with reps, as there were specific guidelines on this.</p> <p data-bbox="300 1861 1273 1968">WF queried if this provided an option to upgrade CIPHR and Payrite into one system. KFL said that the systems were still separate, but there were some CIPHR upgrades coming.</p>	KFL

Item		ACTION
12.	<p>Staff Governance Code</p> <p>KFL had supplied the Code to union reps, along with a copy of the return for the 2019-20 tax year. KFL said she was looking to form a SLWG to look into this at the end of July 2020, to review the current situation and investigate what needed to be done to make improvements.</p>	
13.	<p>Facility Time Request</p> <p>KFL asked Unison reps for their annual Facility Time figures by end of July.</p>	
14.	<p>AOCB</p> <p>RR asked if there was any indication of when support staff would be brought back to work. MC said this would be discussed at the general group, but it was difficult to confirm, at this time. MC said she was conscious of this and that there was a lot of work to be done over the summer, but when staff will start back was still up in the air.</p>	
15.	<p>Date and time of next meeting:</p> <p>Dates for next academic year, 2020-21, to be confirmed in due course.</p> <p>Meeting End Time</p> <p>The meeting concluded at 15.00</p>	

PERTH COLLEGE UHI

JNC : Lecturers

Note of Meeting held on Thursday 11 June 2020
3.00pm, By Webex VC

Present: **Management Representatives**
Katy Lees (KFL), Head of HR & OD (Chair)
Dr Margaret Cook (MC), Principal

Academic Staff Representatives
Declan Gaughan (DG), EIS-FELA
Sara O'Hagan (SOH), EIS-FELA

Apologies: Lorenz Cairns (LC), Depute Principal Academic

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
4.	Review of Actions / Matters Arising not included elsewhere on the Agenda 4.1 <u>Academic Staff Fixed Holidays (2 days) – Update:</u> CSW to add 'Academic Staff Fixed Holidays (2 days) – Update' to the agenda of the first JNC meeting in the new academic year.	Carolyn Sweeney-Wilson	Next meeting
5.	Implementation of the National Recognition and Procedures Agreement specifically Circulars 03/19 5.1 <u>Not in Class, not in College:</u> KFL to look at arranging a meeting with LC, CE and EIS reps re 'Not in Class, not in College' item, before the end of term.	Katy Lees	ASAP
6.	HR Statistics and Updates KFL to circulate a draft copy of her letter, regarding the payroll changes, to EIS beforehand.	Katy Lees	ASAP

Summary of Action Items

Ref	Action	Responsibility	Timeline
10.	Leisure Tutor Form – update KFL to provide EIS reps with a list of Leisure courses that had been running prior to lockdown.	Katy Lees	ASAP
11.	TOIL – update MC to circulate guidance to SDDs and SMs on academic staff working over the summer, to ensure this was managed fairly.	Margaret Cook	ASAP
13.	EIS Items 13.2 <u>Timetabling Protocols</u> : CSW to arrange a meeting, outwith the JNC, as soon as possible, for MC, EIS reps and CE, to discuss the start date for academic staff and October holidays.	Carolyn Sweeney-Wilson	By w/e 19/06/20
15.	Facility Time Request DG to send a proposal to KFL requesting additional facilities time for Steve Scott.	Declan Gaughan	Next meeting
16.	AOCB <u>Sector Manager Advert</u> : MC and KFL to discuss, and draft, a communication to staff regarding the SM posts, to reassure staff in these areas. <u>Andy Brown UHI</u> : SOH to forward MC a copy of the most recent email she had received from Andy Brown and MC to take this up with Gary Campbell. <u>Requirements from Quality</u> : MC to raise the matter of the Quality Department's requests to staff with LC and CE, to ensure that there would be flexibility in the response times due to the workload of academic staff at this time.	Margaret Cook, Katy Lees Sarah O'Hagan, Margaret Cook Margaret Cook	ASAP ASAP ASAP

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>KFL welcomed everyone to the JNC for Lecturers meeting. In particular, KFL 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>EIS indicated some minor amendments they wished to make to the minutes and, subject to those amendments being made, the minutes of the meeting held on 5 March 2020, which had been previously circulated, were approved as an accurate reflection of the discussions that had taken place.</p> <p>3. Finance Update</p> <p>GL had previously circulated his comprehensive update document, which he spoke to.</p> <p>GL indicated that the financial papers had now been presented to the F&GP Committee and Board of Management.</p> <p>As at 30 April 2020 the College was showing a deficit of £604K but this was set against a budgeted deficit of £910K</p> <p>Income was ahead of budget by £64k to Month 9, with the largest variances generated in Bursary Income £233K (this would be matched by Expenditure), Other Income £187K (which included £96K of backdated ESIF and ELC funding not originally budgeted for) and Research £163K.</p> <p>Tuition Fees were under budget by £220K, but this was due to the timing of completion on delivery of modules for Foundation Apprenticeships and Flexible Workforce Development Fund (FWDF).</p> <p>Non-Salary costs total (excluding Bursary) were lower than budgeted by £341K. Premises were underspent by £187K, but this was largely to do with timing. However, Teaching Departments and Administration & Central Services were both reporting overspends.</p> <p>Overall, the College was in a slightly better position than budgeted at the end of April, but there were still 3 months to go before the end of the financial year and things could change.</p> <p>DG queried if the deficit mentioned in these papers included the deficit the College were looking to recover from earlier in the year. GL said this was how this figure was arrived at.</p>	

Item		ACTION
	<p>SOH asked if the College was likely to clawback any further income. GL said that if the milestones were met and if the salary provision continues to improve, then this was possible. KFL said the College would receive some money from the furloughed staff, but the claim had not yet been submitted.</p> <p>MC advised that there had been a Board of Management meeting yesterday (10th) and they were given the indicative budget for next year.</p> <p>MC noted that, at this point in time, the predicted budget deficit was £1.8m. There was not enough information for the Board to approve this budget yet and there was another meeting planned for 22nd July to bring an updated budget to the Board. Projections on income and expenditure still needed to be finalised, but then there would be a review to see where the deficit could be clawed back.</p> <p>There were areas where there still wasn't clarity on final income and this was why only an indicative budget was submitted to the Board, as there were so many unknowns. SFC have advised Colleges that they would need to comply with a balanced budget, although the sector had hoped SFC would give some leeway on this. Unfortunately, MC could not see how the deficit could be reduced without making savings. MC said that she would keep union reps up-to-date when more information was available.</p> <p>MC said that it was discussed at the Support Staff JNC that there be a joint union meeting after the July Board meeting, to discuss the budget.</p> <p>EIS reps said they would be happy to have a joint meeting on the budget, as the whole College was affected by this. KFL said that it was recognised that both EIS reps were on holiday at the end of July and would try and get a date booked in as soon as possible after the Board meeting in July.</p> <p>DG asked if the £1.8m deficit took into account the COVID situation. GL said the budget was based on all assumptions that were known about, but there were, of course, more unknowns. MC said Management were trying to be realistic about this. There would be significant loss in income from commercial activities due to the COVID situation.</p> <p>KFL 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>4.1 <u>Academic Staff Fixed Holidays (2 days) – Update</u></p> <p>As LC was unable to attend this meeting, KFL proposed to defer this</p>	

Item		ACTION
	<p>item to the September/October meeting. EIS said they were happy to defer, but that it was important this matter was not lost sight of.</p> <p>Action: CSW to add 'Academic Staff Fixed Holidays (2 days) – Update' to the agenda of the first JNC meeting in the new academic year.</p> <p>4.2 <u>Curriculum Review – Update</u></p> <p>MC said that it was her understanding from Catherine Etri that the review was largely completed, but there was still the UHI Readiness review etc to be completed. The Partnership Council were looking at this and will work with colleagues on this.</p> <p>SOH said that the UHI side of things was slightly more alarming as it posed questions as to what lay behind their review. MC said that she did share this concern. SMT were clear that the University was the awarding body and SMT would ensure that what was being taught at the College was what students want to be taught and how they want to be taught. However, there were certain partners using the excuse for courses to be networked, as this would expand employment for other colleges, but this could affect the student numbers if more courses were online only. MC said that if students did not attend the College because of this, then not only Perth would lose out, but also the partnership, because the student numbers were needed here.</p> <p>SOH said it was reassuring to hear MC's comments.</p> <p>5. Implementation of the National Recognition and Procedures Agreement specifically Circulars 03/19</p> <p>5.1 <u>Not in Class, not in College</u></p> <p>KFL said that this item was due to be discussed at this meeting, and she recognised that it would need to be discussed, but would like to defer this to the next meeting. SOH asked if there could be a meeting before the end of term to discuss this. This was an emergency situation and she thought it would be helpful to look at this further, even if it was not in a formal JNC.</p> <p>Action: KFL to look at arranging a meeting with LC, CE and EIS reps re 'Not in Class, not in College' item, before the end of term.</p> <p>6. HR Statistics & Updates</p> <p>KFL advised that the multi-post functionality was being implemented in payroll this month. This was where staff had two contracts and these were being consolidated into one payroll record. There were 88 staff affected. KFL said she would be writing to them with all the details and a new payroll code.</p> <p>From a tax point of view, there may be a slight difference. Staff may</p>	<p>CSW</p> <p>KFL</p>

Item		ACTION
	<p>also be issued with P45s. There would likely be an impact on NI in month 1, where there may be a slight difference in terms of tax due to adjustment. NI deductions may be affected, but there would be no change to pensions. The threshold for those staff with student loans had been lower with 2 records and payments may re-start again due to the change. All staff will be written to before payslips go out at end of June.</p> <p>The E&D Mainstreaming report was published at the end of March. This meant that the College was 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.</p> <p>Cumulative sickness absence levels were more in line with those seen in 2017/18 and this trend was expected to continue for the rest of this academic year.</p> <p>For March 2020, when reviewing the split between short term and long-term sickness absence there were now more support staff on long term sickness than short term, this was a change from previous months where academic staff had the dominance. New long-term sickness absence cases were not due to work related stress.</p> <p>In March 2020 13 members of staff were off long term. At this time the number of staff on long term sickness absence had reduced from 13 to 8. To note, absence due to COVID-19 was being 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 had been included in the sickness absence figures in this report.</p> <p>KFL referred to the Mandatory Training and indicated that update numbers were improving, but work was still required to be done to improve these rates. All staff had also been given the opportunity to access free training on Microsoft Office products.</p> <p>The crude turnover rate for the College from August 2019 to end of May 2020 was 19%. This was an increase from that seen between August 2019 and January 2020 (11%) and is higher than that seen in 2018/19 (15.4%).</p> <p>However, there was currently underway a review of hourly paid staff who may not have worked for the College for a number of years, but remain on the system. The process of removal of these records was ongoing and would continue until the end of this academic year. Potentially, this could give a significant increase in the turnover rate for 2019/20. In addition, a leaver included staff who leave a secondary role, but remain employed within the College and therefore was not a true leaver. There had been an initial review to remove these 'leavers' from secondary posts and this now gave a turnover figure of 16.9%.</p> <p>It was anticipated that the final data for 2019/20 would have those</p>	

Item		ACTION
7.	<p>'leavers' from second posts removed, but would still include both voluntary and involuntary leavers. However, it was still expected that the end turnover rate for 2019/20 would remain at a level higher than 2018/19 due to the data cleanse exercise and due to this change in calculation method, it would not be possible to do a direct comparison of turnover with previous years.</p> <p>SOH referred to the 88 staff and queried if any of them were going to be financially disadvantaged for this month. KFL said the disadvantage might be on NI, she didn't have specifics, but it could be approximately £100. SOH asked if the College could support these staff with this, as it could be detrimental to their finances. KFL said that she couldn't do anything until payroll had been run, but that this was also something that would affect matters going forward, due to the new NI level. SOH pointed out that it was the system that had caused this error and staff were being adversely affected as a result. MC said that the College was limited in flexibility on this now, but would always do what it could to help staff. If staff were really struggling then the College would be as helpful, and sympathetic, as possible. SOH asked if a form of words could be inserted into the letter, from KFL, to indicate if staff have concerns about this to contact HR.</p> <p>Action: KFL to circulate a draft copy of her letter, regarding the payroll changes, to EIS beforehand.</p> <p>SOH queried if the College were going ahead with the change to Occupational Health provider. KFL said that the College took part in a joint tender with Perth and Kinross Council (PKC). However, the result of this was that the quote provided was going to cost more, and was less flexible, than the College's current provider. Due to the COVID situation KFL had extended the contract with the current provider for another 6 months and would probably look to go out to tender, separately from PKC, at a later date.</p> <p>MC suggested it might be worth having a conversation with APUC about this, as the College might be able to join something within the College sector. KFL said she would will have a conversation with PKC first, about flexibility, and see if there could be any movement on this.</p> <p>Pension/Pay Items</p> <p>7.1 <u>Multi-post functionality</u></p> <p>Discussed under item 6 above.</p> <p>7.2 <u>NI underpayments</u></p> <p>KFL had previously identified that there had been some underpayments of NI for some staff and that research had gone as far back as tax year 2017 for review of this and it was found there</p>	KFL

Item		ACTION
	<p>had been significant underpayments on both employee and employers contributions. The College was in touch with HMRC and agreeing the payments with them. KFL noted that the College would have to pay both employee and employer contributions, but would then be able to recoup the employees' contribution from employees. However, the College was not allowed to recoup any monies prior to the 2019-20 tax year. KFL said she did not have specific figures yet, but when she had a firmer picture, hopefully in the next month, she would send the information to EIS reps.</p> <p>7.3 <u>Pension errors</u></p> <p>KFL said that the pension errors were all resolved at the end of the last tax year and final pension returns gone through.</p> <p>7.4 <u>Tax matters</u></p> <p>KFL said that the tax matters were also all resolved at end of the last tax year.</p>	
8.	<p>Healthy Working Lives – copy of survey results</p> <p>KFL had circulated a paper on the HWL survey results, but noted that this survey was pre-COVID. However, KFL thought JNC members would like to have sight of the full survey.</p> <p>KFL said that HWL work was on hold until staff return to College and there would then be an HWL group formed to review the survey. The survey had shown that key items were not being picked up by staff and that there were a lot of staff who did not know what was on offer and what they could access.</p>	
9.	<p>Permanisation</p> <p>9.1 <u>Learning & Teaching Leaders</u></p> <p>SOH said that some EIS members, who were L&TLs, were sent revised contracts, which had subsequently highlighted that these posts should have been permanised at same time as the SLs were. However, due to the delay, those posts were discontinued in the July. SOH said EIS would like to have a discussion about that and their thinking was that, if the posts had been permanised, and they were then subsequently no longer required, those staff who had been permanised should have been entitled to conservation.</p> <p>KFL said she would look at this going forward.</p>	
10.	<p>Leisure Tutor Form – update</p> <p>DG confirmed that the contract sent through was forwarded on to the EIS Area Officer. DG said that the last he had heard was that the contract had been forward to HQ, but he had not yet heard back on</p>	

Item		ACTION
	<p>this. KFL was concerned that this matter had been ongoing for too long and asked if DG could chase this along.</p> <p>MC said that this was one of the areas where there was some uncertainty about what the College would be running next year, due to social distancing rules. No decision had been made yet, but when the College re-opens it may be difficult to run some of the Leisure courses.</p> <p>SOG said it would probably be useful if EIS reps could be provided with some information about what classes were running previously and what might be possible to run when the College re-opens. SOH thought it might be possible for some classes to run online. MC said that Deborah Lally (DL) could be asked to provide this information, however, MC said that only a fraction of the courses, that had previously been advertised, had actually ran due to low uptake.</p> <p>Action: KFL to provide EIS reps with a list of Leisure courses that had been running prior to lockdown.</p>	KFL
11.	<p>TOIL – update</p> <p>KFL indicated the TOIL Guidelines would be circulated shortly and confirmed they were presented to CMT.</p> <p>SOH said that she thought it likely some staff would have to work over the summer period and if that was the case was there some thoughts about TOIL for these staff. MC said she expected that where staff were willing to do things over the summer she would very much expect that time to be given back and would also expect this to be managed locally and fairly. MC said she would circulate some guidance on this to SDDs and SMs so there was consistency with this.</p> <p>Action: MC to circulate guidance to SDDs and SMs on academic staff working over the summer, to ensure this was managed fairly.</p>	MC
12.	<p>Staff Governance Code</p> <p>KFL had supplied the Code to union reps, along with a copy of the return for the 2019-20 tax year. KFL said she was looking to form a SLWG to look into this at the end of July 2020, to review the current situation and investigate what needed to be done to make improvements.</p>	
13.	<p>EIS Items</p> <p>13.2 <u>Timetabling Protocols</u></p> <p>SOH advised that she had received the timetabling protocol from DL and had returned this to her, but this was prior to shut down. SOH asked what the current situation was with the timetable.</p>	

Item	ACTION
<p>MC said that, in a normal year, this protocol would already have been circulated, but at this point it was not possible to know what things would look like in the new academic year. MC said that EIS reps had been copied into CE's plan in respect of curriculum matters and staff were currently pulling all that together. The intention was to form a group to look at the new academic year and how to manage the return and would like union reps to be involved with this.</p>	
<p>MC indicated that Unison had requested to be part of the group looking at the curriculum, but MC suggested that this wouldn't be helpful to them, but there would be a general group looking at generic matters and Unison would be better placed to be members of this. MC suggested that it would also be appropriate for EIS reps to be on both groups. The guidance for FE should be out next week, but there were industry specific guidance that the College would need to take cognisance of eg for construction, hairdressing etc.</p>	
<p>MC said she was conscious that academics go on holiday on the 26th but these processes would have to continue through the summer and there was nothing that could be done about that, as preparations had to be made for the return in August/September.</p>	
<p>Given that there was a lot of work that was required to take place before the start back for the new academic year, MC said she would like to ask if academic staff would be prepared to return on 11th August, rather than on 18th August. In return, MC would propose that the College would close for 2 weeks at October.</p>	
<p>SOH said she had circulated a short poll to members regarding this and had received a 70% response overall. 75 said yes and 25 said no to this. A group of staff already had booked and paid for holidays etc at that time and they believed they would be able to take this time, as their travel was predominately in Scotland. There were also staff with children who would want to have that week to see their children back to school. There were also a number of questions around whether students would receive the 2 October weeks and how this would link with UHI network delivery; what would the implications be for schools provision and for hourly paid staff.</p>	
<p>MC said it was really helpful to know that there was generally a positive response to this. MC said she was sympathetic to all of these matters and said that the issues around teaching could be addressed; that she had already spoken to UHI about flexibility and there had been further discussion about this. There was an opportunity here for staff to take a view and to say what the new normal would look like in Perth.</p>	
<p>DG said reps would need to speak to members again to relay MC's messaging and make sure that they understood what was being proposed. MC said that she wanted to work with staff to make it as</p>	

Item		ACTION
	<p>easy as possible for staff. If staff needed to be there for their children etc, she did not think this was an insurmountable problem as these staff would start per the normal date and have the normal October holidays. However, MC said this would need to be taken forward quickly if this change was going to be implemented.</p> <p>Action: CSW to arrange a meeting, outwith the JNC, as soon as possible, for MC, EIS reps and CE, to discuss the start date for academic staff and October holidays.</p> <p>SOH said that more discussion was required about what the mix of delivery would mean for staff. MC said it was important to get these messages out without pre-empting anything. HISA had complimented staff on how well this was being managed and MC said she was grateful for that.</p>	CSW
<p>14. COVID-19</p> <p>14.1 <u>Returning to Work – next steps</u></p> <p>14.2 <u>Returning a week earlier and taking weeks leave in October</u></p>	<p>Discussed under item 13, above.</p> <p>Discussed under item 13, above.</p>	
<p>15. Facility Time Request</p>	<p>KFL advised EIS reps that she would need their facility time details by the end of July.</p> <p>DG said that there had been a previous request for an increase in facilities time for SOH's other duties and, with the current COVID situation, Steve Scott may also require more time.</p> <p>KFL said that SOH's role outwith College had previously been discussed and the answer had been no to extra time for this. However, SMT would be happy to see a proposal from EIS regarding Steve. DG said this would probably apply to all three reps, but he would draft a proposal and send it through to KFL.</p> <p>Action: DG to send a proposal to KFL requesting additional facilities time for Steve Scott.</p>	KFL
<p>16. AOCB</p> <p><u>Sector Manager Advert</u></p>	<p>SOH said that the staff who had seen these adverts weren't clear how this fitted into the structure, given previous consultations on staff reductions. SOH suggested that a message should be circulated to staff advising that there was a status quo regarding the</p>	

Item		ACTION
17.	<p>structure and that staff would not lose jobs to the SMs. MC wasn't sure that a communication could be sent out that would then not be misleading, but that needed to be reassuring, but not false. SOH suggested a message about the structure that clarified for staff, in those specific areas, that those roles were integral to those areas prior to the consultation process and they were just being reinstated at this time. MC said that she and KFL would discuss this and draft a communication which they would send to EIS reps before circulating to staff.</p> <p>Action: MC and KFL to discuss, and draft, a communication to staff regarding the SM posts, to reassure staff in these areas.</p> <p><u>Andy Brown UHI</u></p> <p>SOH said she wanted to draw attention to SMT that staff were under considerable pressure at the moment and this was not helped by matters being pushed down from UHI and by Andy Brown in particular, re the huge amount of IT requests. It was felt to be too much and people were at breaking point with these types of requests. MC said that there were others who had also complained about Andy Brown's numerous requests to staff and MC would take this up with Gary Campbell.</p> <p>Action: SOH to forward MC a copy of the most recent email she had received from Andy Brown and MC to take this up with Gary Campbell.</p> <p><u>Requirements from Quality</u></p> <p>SOH said that, with all the documents and progression and exam boards etc, this was a plea that this was a hard time for academic staff and wanted some recognition from the Quality Department that they bear this in mind when making requests of staff and to allow some flexibility with regard to the documentation. MC said she would take this up with Quality and will ask LC/CE to check what staff were being asked to do.</p> <p>Action: MC to raise the matter of the Quality Department's requests to staff with LC and CE, to ensure that there would be flexibility in the response times due to the workload of academic staff at this time.</p> <p>Date and time of next meeting:</p> <p>Dates for meetings in next academic year, 2020-21, to be confirmed in due course.</p> <p>Meeting End Time</p> <p>The meeting concluded at 16.28.</p>	<p>MC, KFL</p> <p>SOH, MC</p> <p>MC</p>

PERTH COLLEGE UHI

Joint JNC Meeting

Note of Meeting held on Wednesday 22nd July 2020, 10.30am, by Webex VC

Present: Management Representatives

Katy Lees (KFL), Head of HR & OD (Chair)
 Dr Margaret Cook (MC), Principal
 Lorenz Cairns (LC), Depute Principal, Academic
 Iain Wishart (IW), Director of Finance

Academic and Professional Staff Representatives

EIS-FELA

Sara O'Hagan (SOH)
 Declan Gaughan (DGA)

Unison

Jane Edwards (JE)
 Winston Flynn (WF)

Apologies: None

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
	MC to circulate the budget papers, which were present to the Board at their meeting on 20 th July, to union reps.	Margaret Cook	ASAP
	A further JNC joint meeting to be arranged for w/c 17 th August 2020.	Carolyn Sweeney-Wilson	ASAP
	The short paper on SMT pension benefit to be circulated to union reps.	Katy Lees	ASAP

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>KFL welcomed everyone to the meeting. It was noted that this meeting was a single item agenda, to discuss the 2020-21 Budget.</p> <p>There were no Apologies.</p>	
2.	<p>2020-21 Budget</p> <p>MC advised that the Board of Management (BoM) met on Monday (20th) and looked at the final version of budget. MC proceeded to explain the College sector position in relation to COVID-19 and noted that the sector issues largely related to commercial type of activity (ie non-SFC funding).</p> <p>MC said that everything discussed at today's meeting was based on the presumption that the College would not receive any further support from the Scottish Government (SG), although the College, and the sector, would be continuing to make a case to the SG for additional funding.</p> <p>MC advised what the current year-end position for the College was at 31 July 2020. In separating out the normal position from the COVID-19 position, it was clear how much of an impact COVID had made to the deficit.</p> <p>MC indicated that the BoM had asked SMT to look at 3 potential scenarios to understand the College's deficit position. MC gave details of these 3 scenarios. MC noted that Scenario 3 was the basis on which the revised FFR had been provided to SFC and this was the basis recommended to the Board for the budget for 2020-21.</p> <p>MC said she would share the budget papers with JNC members, after the meeting. These papers would provide more detail of what had been discussed at the Board meeting.</p> <p>MC then went through the list of proposed mitigating actions, noting that the only 2 that had been approved to progress at this stage were to approach UHI for a reduction in the top slice; and for the College to continue to work with the sector to make a case to the SF for additional funding.</p> <p>MC advised that, given the circumstances in relation to COVID, SFC had given the College a 3 year window to make savings. MC noted that, normally, the College would be required to have a balanced budget each year.</p> <p>MC asked for any questions/comments.</p>	MC

Item		ACTION
	<p>SOH said this was lot of information to take on board and to digest. Reps would need some time to think about the implications, but said everyone would need to work together to help mitigate this.</p> <p>MC advised that the assumptions used in the budget papers were provided to the College by the SG. The SG wanted to be able to compare what was happening across the sector, so the assumptions had been standardised.</p> <p>MC said she would want to work with the unions with a 'blank page' to see what could be done to mitigate the deficit.</p> <p>SOH had a query regarding the UHI top slice in relation to FE and asked if this had been taken into consideration. MC said this had not been taken into account as this amount was not significant.</p> <p>JE asked about the timescale for looking at a savings review. MC said she thought it would be unrealistic to do anything before the staff returned and so it was likely to be mid-August before this review could be commenced.</p> <p>MC suggested meeting again w/c 17th August and this would also give unions time to review the budget papers.</p> <p>MC advised she would be sending out a press release today to indicate what the College's position was. There would also be a staff communication which would include information on the budget.</p> <p>IW and LC both emphasised that it would be important for Management and Unions to move forward together to protect the College's business.</p> <p>JE said there needed to be some other initiatives around how the College could generate money. MC advised that, at the Board meeting on Monday, the BoM had approved the Business Development Strategy and this is what the Business Development Team would be focusing on.</p> <p>Pension Benefit: Further to a question raised, prior to this meeting, by JE, regarding SMT pension benefits in the 2018-19 accounts, MC indicated that the figures were an actuarial calculation and was provided to the College Auditors to include in the accounts. The level of pension contributions for SMT members was in line with all other members of staff, dependant on the scheme they were in. MC indicated that KFL had produced a short paper on this and she would circulate this to union reps.</p> <p>MC asked union reps to circulate any questions they may have regarding the budget papers to the whole group and SMT would</p>	<p>CSW</p> <p>KFL</p>

Item		ACTION
	then respond similarly, so that everyone had the opportunity to see all the questions and answers at the same time.	
3.	Date and time of next meeting: Next meeting to be arranged for w/c 17 th August.	
	Meeting ended: at 11.20am.	

DRAFT

PERTH COLLEGE UHI

Joint JNC Meeting

Note of Meeting held on Thursday 20 August 2020, 10.30am, by Webex VC

Present: Management Representatives

Katy Lees (KFL), Head of HR & OD (Chair)
 Dr Margaret Cook (MC), Principal
 Lorenz Cairns (LC), Depute Principal, Academic
 Iain Wishart (IW), Director of Finance

Academic and Professional Staff Representatives

EIS-FELA

Sara O'Hagan (SOH)
 Declan Gaughan (DGA)

Unison

Jane Edwards (JE)
 Winston Flynn (WF)

Apologies: None

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
	A further Joint JNC meeting to be arranged for 2-3 weeks' time.	Carolyn Sweeney-Wilson	ASAP
	MC to draft a communication to staff regarding savings, flexible/part-time working and VS and circulate to unions.	Margaret Cook	ASAP

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>KFL welcomed everyone to the meeting. It was noted that this meeting was a single item agenda, to continue discussions regarding the 2020-21 Budget.</p> <p>There were no apologies.</p>	
2.	<p>2020-21 Budget</p> <p>MC proposed to go through the mitigating actions, previously circulated, and provide updates on these.</p> <p>‘Top Slice’ from UHI – MC advised that the College’s Chair of the Board of Management and MC had a meeting scheduled tomorrow with the UHI Principal and the UHI Chair of Court to discuss the top slice. However, she didn’t anticipate that there would be any reduction in the top slice for this year.</p> <p>JE said that she’d heard about a proposal going forward to UHI Court regarding the merger of 4 UHI colleges and queried if this would have an impact in terms of this merged group becoming the biggest partner and would this have an impact on the ‘top slice’. MC said that this merger was still in the early planning phase and discussions would need to take place within UHI, APs, Scottish Government (SG) and other interested bodies before there could be a merger, one large merger, or a number of smaller mergers and so the level of impact could not be assessed just yet.</p> <p>Maximising of funding and revenue streams – MC advised that there was a great deal of work ongoing with SFC. There was currently a consultation exercise that SFC were engaging in and all colleges had submitted their views. This would not have any short term financial impact. MC noted that much of the College’s potential deficit would come from the lack of commercial income, due to COVID. Work will continue to mitigate this.</p> <p>MC advised that there had been discussions with SDS in respect of what would happen once furlough finished and the possibility of mass unemployment. The College were in discussions with a Tayside initiative and reviewing other activities where support could be provided in the region to aid recovery. However, there was no clarity on funding at the moment.</p> <p>JE queried if the College’s response to the SFC could be shared with TUs. MC said the response was a collective UHI one for the whole partnership. JE said she would prefer to see what Perth’s input to the response was. LC outlined that they had commented on</p>	

Item		ACTION
	<p>a draft from UHI and said that there had been a discussion on Friday, which was in relation to phase 2 of the SFC plan. It was broad brushes about what the USP of UHI, as a totality, and how UHI could maintain a strong case for current funding and also to increase the funding UHI receives. A discussion ensued regarding this and it was noted that UHI were very keen to ensure that there were single partnership responses, rather than 14 different responses.</p> <p>Implement different delivery approaches across all income streams – this was effectively ongoing work and the College would be continuing to work on this, including with international partners.</p> <p>Identify areas for efficiencies within non-pay expenditure – LC spoke about the non-pay spend through Operational Planning (OP). He noted that it was important that the College had to protect its core business, otherwise there would be no recovering.</p> <p>During the OP exercise some savings were achieved, in the region of £170K, although this figure could change. On a positive note, OP addressed the TQFE dilemma and the savings amount included an element for staff attending TQFE. Unfortunately, Dundee, the College's supplier of TQFE was no longer running TQFE courses, but UHI was intending to run a course commencing in Semester 2. Depending on cost, LC said he anticipated being able to pay for 18-20 people.</p> <p>However, the College would not be able to pay for TQFE for everyone. The numbers advised here were estimated and would be dependent on whether or not the course started in January and also what the College would be charged. The January cohort would also continue on for the following year.</p> <p>In terms of academic equipment it had been decided to invest in all the requests in order to support digital learning, digital poverty etc.</p> <p>Remitted time had been agreed where appropriate.</p> <p>In response to a query from JE, asking for more detail on where the £170K had been saved from, LC said that it had come from various places, plus the SG had given some leeway to address digital poverty which enabled money to be removed from other budgets to cover this.</p> <p>Target a reduced sector wide pay award to staff – MC advised there had been meetings at NJNC level regarding this and she was awaiting feedback.</p> <p>Review unfilled vacancies – MC said Management would continue</p>	

Item		ACTION
	<p>to look at whether or not vacancies were filled.</p> <p>Review Financial viability of different organisational structures – MC advised that there had been some consideration at Board level as to whether or not being in UHI was the right place for Perth. Perth was in a different region from the rest of UHI and this did affect issues like the SDS work which was being done in Tayside. However, it was MC’s understanding that there would be no SG support for Perth leaving UHI.</p> <p>Voluntary Severance Scheme (VS) – MC advised SMT had not asked the Board for a VS scheme.</p> <p>Student numbers/FE credit position – LC updated JNC members on current applications. As of 17th August, there were 1982 FE applications and 2097 HE applications. However, he noted that exact numbers would not be known until students “turn up on the day”.</p> <p>On any given year, the College aimed to achieve 4000 full time students. However, LC said he was not sure that figure would be reached this year. There was the likelihood that more people would apply to attend colleges in October/November time, as unemployment would start to take effect.</p> <p>SOH queried if the SG would clawback funding if the College did not reach its targets. LC said SFC had advised that they would provide the money and there should be no detriment on the basic target. However, ESIF was not included in this and Perth was a major benefactor of ESIF for FE/HE. If the College did not receive this money this would be a problem, compounding the loss of commercial income.</p> <p>LC advised that he had attended a meeting with SFC last week, where there were discussions about various options eg system changes, different models, regional planning. However, SFC then discussed their plan for credit guidance for all FE and that they were proposing to reduce the number of credits from 18 to 16 credits. This would likely have an impact. In essence, SFC were wanting the colleges to free up space for the potential rise in unemployment. This was a late decision by SFC and it had not gone down well within the sector. In discussions with SDDs, the College has decided to deliver 9 credits in Semester 1, allowing discussions to settle and by January it would be known if the College would only have an additional 7 credits to deliver, or 9 credits.</p> <p>SOH highlighted issues with regard to staffing and having the right people being able to deliver the programmes. There followed a further discussion regarding this and the challenges involved if the</p>	

Item		ACTION
	<p>College had to lose 2 credits from its delivery.</p> <p>MC asked if anyone had any further comments.</p> <p>JE queried if the £170K saving was the only tangible, identifiable saving. Given that the potential deficit was £1.936M she expressed concern that this was barely making a saving in the overall projected deficit.</p> <p>It was noted that this was a saving made through OP, which was only one area. It was important to note that the core business needed to be protected as there would be no recovery without that. It was noted that there was a number of areas which were not within the control of the College, eg pay awards, but SMT were working with UHI, partners and other stakeholders such as SDS etc. This was never going to be a quick solution. It's was a very big ask to make that amount of saving without damaging the core business.</p> <p>SMT said they would wish to talk to unions further regarding potential savings and they did not have any plans for this and wished to involve TUs from the ground floor.</p> <p>In response to a query from JE, regarding where the £170K saving came from, LC said that the College had been allowed to take some capital spend from the Estates budget and had applied this to the ICT budget.</p> <p>There was further, detailed, discussion about the savings, methods of saving and how long it would take to make these savings. It was recognised that staffing was the greatest expenditure. However, the College needed to protect its core business. The Board also recognised that staffing would have to come out of this, but SMT had not discussed this with the Board and had not asked for permission for VS, or compulsory redundancy. SMT recognised that some staff would have to be lost in order to mitigate the deficit. LC said SMT welcomed any ideas for saving money.</p> <p>SOH queried if there was a milestone plan in place and if there was a picture of where the College would like to be in 6 or 9 months or when the bigger decisions needed to be made. MC said that, at the moment, the first priority was the discussions with UHI tomorrow. If it was possible to get any movement in respect of the 'top slice', then this would begin to inform the process for a plan moving forward. There were lots of other unknowns as well, which made it difficult to make any coherent projections.</p> <p>There was a discussion on whether staff should be involved in providing ideas for savings and other options.</p>	

Item		ACTION
	<p>In terms of VS, MC wanted to be clear whether or not this was something that TUs would wish to discuss with SMT and if so, then this would need to be investigated in more detail. SOH said a conversation would be needed about a scheme, what that would entail and how it would operate. A separate discussion on this would help to provide a picture of this to communicate to staff.</p> <p>MC highlighted that while SFC have said they may assist Colleges if they do not have the funds for VS, it would not be as generous as in previous years. There was a need to be realistic about what was possible regarding a scheme. Where organisations do have the cash then SFC would expect Colleges to fund VS themselves.</p> <p>MC said that she would be happy to meet with TUs to discuss drafting something that might be acceptable to SFC. This could be discussed at a meeting in a couple of weeks with the document going forward to the Board at their October meeting.</p> <p>All agreed to have a meeting to discuss VS options.</p> <p>Action: CSW to arrange a further Joint JNC meeting for 2-3 weeks' time.</p> <p>WF queried if unions were able to approach managers to see if they could offer ideas to make staffing savings in their own departments. MC said she could mention this at the next CMT meeting and a communication could also be sent out to staff regarding flexible working/part-time working. However, MC noted that any VS would only be on the proviso that if staff were required operationally then they would not be offered VS.</p> <p>Action: MC to draft a communication to staff regarding savings, flexible/part-time working and VS and circulate to unions.</p>	
3.	<p>Date and time of next meeting:</p> <p>Next meeting to be arranged for w/c 31 August or w/c 7 September.</p>	
	<p>Meeting ended: at 11.55am</p>	

PERTH COLLEGE UHI

Joint JNC Meeting

Note of Meeting held on Tuesday 1st September 2020, 2.00pm, by Webex VC

Present: Management Representatives

Katy Lees (KFL), Head of HR & OD (Chair)
 Dr Margaret Cook (MC), Principal
 Lorenz Cairns (LC), Depute Principal, Academic
 Iain Wishart (IW), Director of Finance

Academic and Professional Staff Representatives

EIS-FELA

Sara O'Hagan (SOH)

Unison

Jane Edwards (JE)
 Winston Flynn (WF)

Apologies: Declan Gaughan (DGA)

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
	KFL to re-circulate Board papers from their 20 th July 2020 meeting.	Katy Lees	Immediately
	MC to share with the Committee Perth's response to the consultations, within the Partnership, regarding possible College mergers, noting that this remained a confidential document.	Margaret Cook	Immediately
	MC to bring the revised Budget 2020-21 to the next Joint JNC meeting.	Margaret Cook	17/09/20
	KFL to consult with the College lawyers regarding the legality of retirement/success profiling and whether or not the College could provide this information to staff.	Katy Lees	ASAP

Summary of Action Items

Ref	Action	Responsibility	Timeline
	MC to take the VS Scheme to the Board of Management for their approval to proceed.	Margaret Cook	ASAP
	A further meeting to be arranged for 2 weeks' time, where feedback on the recent budget work and VS would be discussed, if available. Addendum: Meeting has been arranged for Thursday 17 th September, 2.00pm – 3.30pm	Carolyn Sweeney-Wilson	Immediately
	KFL to circulate the updated 'Return to Campus Guide', once she had finished writing the new protocol.	Katy Lees	ASAP
	LC to ask KL to organise signage outside College buildings on a daily basis to indicate the time the buildings will close that day.	Lorenz Cairns	Immediately

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>KFL welcomed everyone to the meeting. It was noted that this meeting was a single item agenda, to continue discussions regarding the 2020-21 Budget.</p> <p>There were no Apologies.</p>	
2.	<p>Minutes of the Previous Meetings</p> <p>The minutes of the meetings held on 22 July and 20 August 2020, which had been previously circulated, were approved as an accurate reflection of the discussions that had taken place.</p>	
3.	<p>2020-21 Budget</p> <p>Action: KFL to re-circulate Board papers from their 20th July 2020 meeting.</p> <p><u>Top slice from UHI</u> MC referred to discussions at the previous meeting on 20th August regarding potential mergers within the Partnership and MC advised that all APs were asked for their views on this. Perth's view was that Perth did not want to join in with the mergers, but had no issue with the mergers, or any closer working relationships between Colleges. MC advised that Perth had expressed that it wanted to be part of the discussions, but not part of the merger process.</p>	KFL

Item		ACTION
	<p>In the response, Perth also indicated a number of issues that had previously been raised directly with UHI, but had taken this opportunity to share these issues and concerns more widely with the Partnership. MC said she would share Perth's submission with TU reps, but noted that this paper must remain confidential at this time. MC went on to share some more of the details contained in this paper. Fundamentally, what Perth was trying to do was move the Partnership to where it was more affordable.</p> <p>Action: MC to share with the Committee Perth's response to the consultations, within the Partnership, regarding possible College mergers, noting that this remained a confidential document.</p> <p>MC advised that she and the Chair of the Board, had met with Garry Coutts and Crichton Lang (CL) to discuss Perth's paper. Informally CL indicated that, this year, there would be no reduction in the top slice. Whilst this was not the outcome that would have been desirable, it had opened up much wider discussions within the Partnership. Hopefully, going forward, if the consultations continued, Perth would receive a reduction in the top slice, but the crucial aspect to these discussions was the visibility of the flow of money within the Partnership. The top slice was based on HE rather than FE, and so Colleges that were teaching FE were in a better financial position than those that were teaching mostly HE.</p> <p>SOH said that staff were being pushed into doing more and more work from EO with no apparent purpose. There was a huge backlog of work and issues with Brightspace. This money seemed to be being used to support a top heavy structure which was not achieving anything.</p> <p>There was a further discussion about UHI Court's consideration of merging of all the Partnership money streams into one pot.</p> <p><u>Maximising of funding and revenue streams</u></p> <p>IW advised that SMT would be reviewing the budget category by category, through the non-staff spend to see where costs had been impacted by the COVID restrictions. The Budget assumptions had been made 4-5 months ago, before COVID, and SMT were going to interrogate the figures to see if they were still realistic now. IW gave an example of the Travel Expenditure budget, which was set pre-COVID, but had obviously been impacted by the fact that staff had not been travelling during COVID restrictions, therefore, SMT wanted to see if this budget figure, and others like this, could be reduced.</p> <p>SOH queried if there would be additional costs for PPE etc as a result of COVID and, as SMT were 'scrubbing down' the budget, would they be adding back costs for COVID related activity. MC confirmed that the College had already set up a specific budget code</p>	<p>MC</p>

Item		ACTION
	<p>for COVID expenditure, in order to keep track of this. The hope was that the Scottish Government (SG) might refund this at some point in the future and having everything COVID-related under one budget code would make things easier to determine full expenditure. MC confirmed that the interrogated budget would be brought back to the next joint JNC meeting. MC said that it was difficult to know the exact income and expenditure figures as they were a moveable feast at the moment.</p> <p>Action: MC to bring the revised Budget 2020-21 to the next Joint JNC meeting.</p> <p><u>TQFE</u> MC confirmed that she had been advised that the new TQFE course would be in place and delivered in Semester 2. The SG would, however, have to give GTCS the powers to approve this programme.</p> <p><u>Unfilled vacancies</u> MC indicated that SMT continue to review vacancies.</p> <p>JE queried if there was in place some kind of retirement profile for succession planning. MC said this was difficult to do as people were no longer obliged to retire and the College was not, therefore, able to profile this. The College would be on tenuous ground if they attempted to do any kind of profiling for this. JE queried if it would be inappropriate to have this type of profile, or was there an alternative to VS, so that anyone at or around their retirement age could exit through VS. MC said that people could opt to leave earlier than their pension age, but there would be an actuarial hit with this. Some staff had already come forward to say they would be interested in reducing their hours. JE suggested that some information around retirement options be circulated to staff, as there may be people who did not realise that a blended option for partial retirement would be available. MC said the College would need to take some advice on this first, and seek appropriate wording, from the College lawyers.</p> <p>Action: KFL to consult with the College lawyers regarding the legality of retirement/success profiling and whether or not the College could provide this information to staff.</p> <p>WF noted that the Support Staff don't have this flexibility in their pension scheme and that this would only apply to the Academic Staff. WF queried if there was anything that could be done to influence amendments to the Support pension scheme to allow for this. KFL said that the Academics have this built into their pension scheme, whereas Support Staff did not and the College was not able to influence this.</p>	<p>MC</p> <p>KFL</p>

Item		ACTION
	<p><u>Voluntary Severance Scheme</u> MC had circulated a draft VS Scheme for Committee members to review.</p> <p>MC advised that this was the same scheme as last year, with one amendment being the cost cap at 9 months' pay rather than the 12 months, which was discussed last year. The indications from SFC were that they would not fund any VS scheme and if they did support a scheme, it would not be anything more than statutory.</p> <p>SOH had some queries regarding how the financials worked with the scheme and KFL gave some explanation on this. KFL advised, however, that there was an online calculator to calculate statutory redundancy pay on the Government website which would work this out for individuals, excluding any enhancements offered .</p> <p>KFL advised that if this scheme was used, then each person who applied would be provided with a schedule. MC indicated that individuals would receive the statutory redundancy pay enhanced so there was no cap on gross weekly pay, but the total costs, including pension strain must be a maximum of 9 months' pay.</p> <p>KFL advised that for Support staff only there would be pension strain cost as the College would be required to top this up if they met the pension scheme criteria and took voluntary severance. There was no pension strain for Academic staff as this did not apply to them.</p> <p>JE queried what the timescale for a VS Scheme would be. MC said that if this Scheme was approved by this committee, MC would take this the College Board of Management for approval. It would then go to UHI, before being sent on to SFC. MC noted, however, that UHI were keen to go forward to SFC with one scheme for the whole Partnership, rather than 14 individual schemes. The College Board have indicated they would prefer not to go to a compulsory scheme. In terms of timescale, MC said she would anticipate this being completed within reasonable speed, but it could still be November/ December before formal approval was given by SFC.</p> <p>There was a discussion about staff wanting to leave under VS, who may be required operationally and whether or not there would be backfill or 'bumping' of redundancies to allow people to move, or take on other jobs as part of this process. MC noted that bumping may be possible but once a role was removed from the structure they would not be reinstated.</p> <p>All agreed with the proposed VS Scheme.</p> <p>Action: MC to take the VS Scheme to the Board of Management for their approval to proceed.</p>	<p>MC</p>

Item		ACTION
	<p>It was further noted that any staff leaving under VS would have to fully leave and they would not be able to be re-employed by the College for a period of time, as was outlined in the proposed scheme the previous year.</p> <p>MC asked if there were any further questions or queries regarding this item. None had anything further to add.</p> <p>Action: A further meeting to be arranged for 2 weeks' time, where feedback on the recent budget work and VS would be discussed, if available.</p>	CSW
4.	<p>AOCB</p> <p><u>Meeting with CMT today re a COVID incident</u></p> <p>LC advised that an extra meeting of CMT had taken place earlier today to discuss an incident regarding a student posting on social media that they had COVID, or COVID symptoms. There was a discussion about the College's procedures and the notification process, whereby the College was not advised in the first instance and also that the student had not received formal confirmation of being COVID positive before broadcasting the comments. The student did eventually phone their doctor, who confirmed that they did not have COVID and the College was then able to advise everyone accordingly.</p> <p>LC said SMT had met with managers today and firmed up the procedures for instances such as this. LC said this was to ensure the College's procedures were as robust as possible.</p> <p>The SG had also issued some further guidance today. The College's procedure would now require anyone who felt they had symptoms, and were in College, to go to an Isolation Room, where they would use the phone provided to call NHS inform, or their doctor. LC proceeded to explain the procedure that would occur after this phone call took place.</p> <p>LC asked if union reps had any comments on this procedure</p> <p>JE said she didn't think there was anything else that could have been done in this instance. SMT erred on the side of caution and not much more than that could have been done. JE said that it would be important to impress strongly on the students that this was not a joke, they needed to take this seriously.</p> <p>KFL said there was now a slight difference from the published 'Return to Campus Guide' whereby people, on campus, were now being asked to go to the Isolation Room to phone 111 first for guidance from the NHS on whether or not they had COVID symptoms, rather than go home right away. Also, the intent would</p>	

Item		ACTION
	<p>be that staff/students should stay at College, unless they were advised otherwise, or if there was not another classroom that they could be moved to (so the room they were in could be deep cleaned). KFL said that the time of year was approaching for the cold/flu season and people would be coming to College with colds and other illnesses and this would help maintain people in College.</p> <p>LC said this was a real life situation and the College had reacted and changed its procedure to ensure that this type of situation was covered and this was in line with the updated SG guidance, which had only been issued 40 minutes before this meeting.</p> <p>KFL said she would now look to update the 'Return to Campus Guide' for staff and provide a separate protocol for this type of incident. KFL would also update the student guidance and that, in particular, students should now phone the College first and not broadcast on social media first.</p> <p>Action: KFL to circulate the updated 'Return to Campus Guide', once she had finished writing the new protocol.</p> <p>WF raised the fact that Caretakers did not know who was in the building after 5pm and queried if they could have access to the QR codes account for this information. KFL said these codes were collected for 'Test and Protect' purposes only and it would not be an appropriate use for the Caretakers to have access. KFL noted that the process for staff remaining in the building after 5pm had always been that they should sign in to the buildings if they were remaining in the College. There was a discussion about the closure time of the buildings at the moment and LC suggested that notices be posted each day to indicate what time the College buildings would be closed that day. All agreed with this suggestion.</p> <p>Action: LC to ask KL to organise signage outside College buildings on a daily basis to indicate the time the buildings will close that day.</p>	<p>KFL</p> <p>LC</p>
5.	<p>Date and time of next meeting:</p> <p>Next meeting to be arranged for 2 weeks' time.</p> <p>Addendum: Meeting arranged for Thursday 17 September, 2.00pm – 3.30pm.</p>	
	<p>Meeting ended: at 15.17.</p>	

FINANCE AND GENERAL PURPOSES COMMITTEE

Membership

Chair (ex officio).

Vice Chair (ex officio).

Principal (ex officio).

No fewer than 2 other Board of Management members.

One place reserved by invitation for a Student Member of the Board, as nominated by HISA Perth.

One place reserved by invitation for a Student Member of the Board, to be determined by Staff Members of the Board

In attendance

Depute Principal (Academic)

Vice Principal (External)

Head of Human Resources and Organisational Development

Quorum

The quorum shall be 4 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.