

Finance and Resources Committee

Agenda

Meeting reference: F&R2021-22/04

Date: Monday 24 May 2022 at 5:00pm

Location: Boardroom (019)/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.

Ref	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		Chair	
4	Minutes of the Meeting of the Finance & Resources Committee held on Monday 14 March 2022		Chair	Paper 1
5	Actions arising from previous minutes		Chair	
6	Strategic Development			
*6.1	Update on Perth College Strategic Plan 2022-2027	SMT	Principal	Paper 2
6.2	Branding Update		Principal	Verbal
7	Financial Performance & Budgets			
7.1	Perth College Financial Update: Year to 30 April 2022	Director of Finance	Director of Finance	Paper 3
*7.2	Perth College Draft Budget 2022/23	Director of Finance	Director of Finance	Paper 4
8	Items for Approval			
*8.1	Tay Cities Deal – Hospitality Skills Project	Vice Principal	Vice Principal	Paper 5

9	Compliance & Reporting			
9.1	Aviation Academy for Scotland Update	Vice Principal	Vice Principal	Paper 6
10	Estates			
10.1	Estates Update	Head of Estates	Head of Estates	Paper 7
11	Human Resources			
11.1	HR Update	Head of HR & Organisational Development	Head of HR & Organisational Development	Paper 8
12	Committee Minutes (for noting by Committee)			
12.1	EDIT Committee <ul style="list-style-type: none"> • 17 March 2022 			Paper 9a
12.2	JNC Support Staff <ul style="list-style-type: none"> • 03 March 2022 			Paper 9b
12.3	JNC Lecturing Staff <ul style="list-style-type: none"> • 03 March 2022 			Paper 9c
12.4	Staff Engagement Committee <ul style="list-style-type: none"> • 31 March 2022 			Paper 9d
13	Date and Time of next meeting <ul style="list-style-type: none"> • tbc 		Clerk	
*14	Review of Meeting (Committee to check against the Terms of Reference to ensure all competent business has been covered)			Paper 10

Finance & Resources Committee

DRAFT Minutes

Meeting reference: F&R2021-22/03

Date: Monday 14 March 2022 at 5.00pm

Location: Online

Members present: Craig Ritchie, Chair
Michael Buchanan, Board Member
Andrew Comrie, Board Member
Heather Cormack, Board Member
Brian Crichton, Board Chair
Margaret Cook, Principal
John Dare, Staff Board Member
Derek Waugh, Co-Opted Committee Member

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

Apologies: Todor Pavlov-Kennedy, HISA Perth President
Iain Wishart, Director of Finance
Kevin Lynch, Head of Estates

Chair: **Craig Ritchie**

Minute Taker: Ian McCartney

Quorum: 4

MINUTES

Item		Action
1.	<p>Welcome and Apologies</p> <p>Chair welcomed everyone to the meeting and noted apologies.</p>	
2.	<p>Additions to the Agenda</p> <p>Items on Extension of Voluntary Severance Scheme, AST Acquisition and Banking Matter were added as Items 7.5, 7.6 and 7.7 respectively</p>	
3.	<p>Declaration of Conflict of Interest in any Agenda Item</p> <p>There were no declarations of interest in any item on the agenda.</p>	
4a.	<p>Minutes of Meeting of Finance & Resources Committee, 29 November 2021, including Joint F&R/Audit section</p> <p>The minutes were approved as a true and accurate record of the meeting.</p> <p>Clerk noted that minutes relating to Joint Section of the meeting on 29 November only recorded members of Audit Committee present; these will be updated to reflect attendance.</p>	Clerk
4b.	<p>Minutes of Extraordinary Meeting of Finance & Resources & Audit Committees, 28 February 2022</p> <p>The minutes were approved as a true and accurate record of the meeting.</p>	
5.	<p>Actions Arising from previous minutes</p> <p>There were no Actions Arising to report to Committee.</p>	
6.	<p>Consideration of Draft College Strategic Plan</p> <p>Principal advised Committee that a brief update on progress was being provided at the meeting, with the final version of the Strategic Objectives being provided to the next Board meeting following collation of feedback from various staff consultations. Work would then focus on agreeing the Key Performance Indicators and Operational Plan elements, including a Board Development session prior to Board Cycle 4.</p> <p>Deputy Principal provided a brief presentation of the Strategic Objectives, noting that the format of the Plan was different from</p>	

	<p>most others within the Sector with 4 Pillars defining the Strategic Objectives. Staff will be asked to determine how they can contribute the Plan via KPIs which will feed into the final version of the Enabling Plan, and this will reinforce staff engagement in terms of contributing to the overall College Strategy, which was identified as a weakness in previous Plans.</p> <p>Chair sought clarification on how input from this meeting was intended to be utilised. Deputy Principal advised that Version 4 showing direction of travel had been presented tonight, but Version 5 will be tabled at Board. The Context Statement has been provided, and a Foreword from the Chair of the Board will be added.</p> <p>Staff Board Member welcomed levels of staff involvement in the planning process compared to previous Plans. Chair of Strategic Development Committee welcomed the evolution of the Plan, endorsed the direction of travel presented, and agreed that a Board Development Session to focus on deliverables was a good step.</p> <p>Chair of Board noted that the terminology on Page 1 regarding continuous improvement may be viewed as underselling work done over the last few years, and recommended SMT review how this is framed.</p> <p>Board Member noted that the structure was strong and clear, however advised that appropriate milestones would need to be considered over the length of the Plan.</p> <p>Principal thanked Members for their input.</p>	
<p>7.1</p>	<p>Perth College Financial Update: Year to 31 January 2022</p> <p>Vice Principal presented Paper 4 for consideration by Committee.</p> <p>Vice Principal noted that income was slightly down over the first 6 months of the Financial Year but savings in cost areas had resulted in an AOP around £1m ahead of Budget, however, Committee were advised that a strong potential exists for SFC clawbacks relating to HE FTE numbers which is likely to negate that position.</p> <p>Vice Principal noted that the upswing in Commercial Income was largely related to gains in international and foundation apprenticeships income. Staff costs were lower than budgeted due to the reduction in student numbers, and this had also reduced Estates costs. Canteen costs were likely to be up to £100k behind budget due to the reduced numbers of students on campus – a breakeven position had originally been predicted.</p>	

	Paper 4 was NOTED .	
7.2	<p>Financial Outlook</p> <p>Vice Principal provided a verbal update on the Outlook for the year, reiterating the likelihood of reduced SFC funding based on student numbers and detailing some of the options being looked at with regard to reducing the impact of clawbacks.</p> <p>Vice Principal noted that a number of financial challenges were likely to be experienced during the preparation of the 2022/23 Budget, including a flat cash position; increased NI contributions linked to Social Care; inflationary pressures; student numbers; and salary increases. In addition, some additional government funding will be, or is likely to be, removed from 2022/23, including digital funding, mental health funding, funding for additional counsellors, and funding for foundation apprenticeships.</p> <p>Principal noted that the issues experienced at Perth College are experienced throughout the sector, and the focus is likely to move to impacts on staff with industrial action expected re pay awards soon as ballots have been released.</p> <p>Staff Board Member queried whether the College was expected to continue to fund these initiatives after initial funding withdrawn. Principal advised that this was a tactic that had been used before, however the College was reaching a point where this may not be achievable despite the importance of the funding as there are impacts on both the College and our students. Board Member queried whether there had been any discussion round the unit of resource in these matters. Principal advised that discussions had taken place, but there had yet to be any indication of movement.</p> <p>Chair of Board noted reference to no college looking to draw down extra HE credits. Given the events of the last few weeks resulting in the potential of a global recession, the College need to look at deep and detailed scenario and contingency planning within the Budget process.</p>	
7.3	<p>Pensions</p> <p>Chair noted that the background around this issue had been extensively discussed during the Extraordinary meetings.</p> <p>Vice Principal summarised key points of Paper 5 before seeking endorsement of a status quo position around contribution levels, currently totalling 17%. Vice Principal noted that External Auditors were comfortable with measures shown. It was AGREED to maintain current contribution levels.</p>	

<p>7.4</p>	<p>Aviation Academy for Scotland/Tay Cities Deal Update</p> <p>Vice Principal (External) gave a brief update position since last Board meeting for noting by Committee.</p> <p>Vice Principal noted that discussions were ongoing with Tayside Aviation and the Tay Cities Deal Project Management Office since the recent takeover of Tayside Aviation. Given the current position, Committee were advised that the first drawdown milestone will not be deliverable, which provided a slight risk that Year 1 drawdown would therefore be moved to Year 10.</p> <p>Vice Principal clarified that £1.6m will still be available to the College if total project costs remain the same, and risks associated with loss of these grant funds are mitigated in deal with Perth & Kinross Council, or if full £6m project funds are not required.</p> <p>Board Member queried confidence levels re costs of new build versus refurbishment and extensions. Vice Principal advised that a smaller footprint is required following consultation with key stakeholders, and ruling out of including the hangar at Scone as part of the project, provided reassurances in terms of reduced costs. Vice Principal noted that there would be no investment until all costs are scoped out fully and brought back to Board for approval.</p> <p>Committee NOTED the updated position.</p>	
<p>7.5</p>	<p>Voluntary Severance</p> <p>Principal requested permission from Committee to re-open Voluntary Severance to staff, and to seek an extension to current permissions for up to 3 years, noting that current permissions from UHI and SFC are scheduled to run out in July 2022.</p> <p>Committee AGREED to this request.</p>	
<p>7.6</p>	<p>AST Acquisition</p> <p>Principal advised Committee that AST Board had endorsed the purchase of a new aeroplane for training purposes, with final expenditure including transportation likely to total around £100k.</p> <p>Principal noted that this kind of investment was the intention of the College not requiring AST's surplus to be Gift Aided at the end of Financial Year 2020/21.</p> <p>A full paper would be provided for formal approval at the Board Meeting of 24 March, however Committee endorsement was required to ensure appropriate levels of governance were present.</p>	

	Committee ENDORSED the acquisition by AST.	
7.7	<p>Banking Issue</p> <p>Principal informed Committee that an issue in processing some fraud checks with a Board Member had resulted in the College's bank accounts being frozen for a day. The issue had been sorted quickly, however the matter requires to be reported under the terms of the College's Financial Memorandum with the Regional Strategic Body. The Principal had informed the Vice Chancellor of UHI directly.</p> <p>Committee NOTED this matter.</p>	
8.	<p>Estates Update</p> <p>Depute Principal presented Paper 7, noting ongoing work on the Estates Strategy, organisational changes with the Estates Department, progress towards a plan for summer works, and an issue in Student Residences relating to boiler breakdowns</p> <p>Board Member enquired as to what stage the Estates Strategy was sitting currently, Depute Principal noted that, while much preparatory work had been conducted, the Strategy was still at a fairly early stage</p> <p>The Estates Update was NOTED.</p>	
9.	<p>HR Update</p> <p>Head of HR & Organisational Development presented Paper 8, noting the recent appointment of a new Equality & Diversity Adviser, and the focus of the College's most recent Staff Conference being focus on race issues as mandated by the Race Action Plan, which will also include a new Mandatory Training Module.</p> <p>Head of HR & Organisational Development reported a high level of sickness absence which was causing some concern and is being monitored. Professional Reviews were due to be completed by the end of March after a brief delay.</p> <p>Board Member enquired about changes to the TQFE and whether this needs to be reported at Board level. Principal agreed and would liaise with Clerk to determine the best route for reporting.</p> <p>The HR Update was NOTED.</p>	Principal
10.	<p>Committee Minutes</p> <p>The following Committee Minutes were NOTED:</p>	

	<ul style="list-style-type: none"> • EDIT Committee, 16 December 2021 • JNC Support Staff, 09 December 2021 • JNC Lecturing Staff, 03 February 2022 • Staff Engagement Committee, 13 January 2022 	
13.	Date & Time of Next Meeting <ul style="list-style-type: none"> • 24 May 2022, 5.00pm 	
14.	Review of Meeting Committee confirmed that the meeting had been conducted in line with its Terms of Reference.	

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

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 2018? **Yes** **No**

Perth College UHI

Paper No. 2

Committee	Finance & Resources Committee
Subject	Perth College UHI Strategy
Date of Committee meeting	24/05/2022
Author	Principal & Chief Executive
Date paper prepared	18/05/2022
Executive summary of the paper	The Board has considered all of the previous versions of the draft strategy, and this is the final version which is coming to F&R Committee for their consideration before it is finally presented to the Board of Management meeting on 16 June 2022.
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	<p>This has been an extensive process which has involved all staff, students and Board members in an iterative process over the last 6 months.</p> <p>The paper was most recently considered by the Strategic Development Committee on 16 May 2022 and further amendments were made at this meeting before it was presented to this committee.</p>
Action requested	<input type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input checked="" type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)

Perth College UHI

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>Not directly as a result of this meeting</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk?</p> <p>(If yes, please provide details)</p>	<p>Not directly as a result of this meeting</p> <p>Click or tap here to enter text.</p>
<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>This is the Strategic Plan for the College and references all of the underpinning strategies.</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please give details:</p>	<p>A full EIA will be carried out on the final version of the strategy in advance of the final Board consideration of the document</p>
<p><u>Data Protection</u></p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please give details:</p>	<p>No</p> <p>Click or tap here to enter text.</p>

Perth College UHI

<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Confidential</p>
<p>Freedom of information</p> <p>Can this paper be included in "open" business?*</p>	<p>No</p>

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

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

For how long must the paper be withheld? **Until full approval of the Board is received**

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 Strategy 2022/23 – 2026/27

V6 – Final Draft

An Introduction to the New Perth College UHI Strategy

Perth College UHI is proud of the transformational impact we have on our students' lives and the service we provide to our community and beyond. We take great pride in the levels of inclusivity, support and nurturing of our students and the innovation, dedication, and professionalism of all our staff.

The college has a student-centred approach and everything we do is in synergy between the professional services and academic staff to support our students in their career, educational goals, and aspirations. Their identity, journey and success are interdependent and transformed by their learning experience.

As we enter a period of recovery after 2 years of unprecedented challenges from the Covid 19 pandemic, our aims and ambitions for the next 5 years are clear.

- We will continue towards our journey to excellence in all aspects of supporting/enhancing the learner experience and student wellbeing
- We will continue to adapt, innovate, and enhance our learning and teaching
- We will increase investment in, and empowerment of our staff, and their wellbeing; further promoting collaborative approaches to ensure all voices are heard and acted upon
- We will aim to address our challenges surrounding sustainability; social, economic, environmental, and financial through detailed planning and policy developments
- We will position ourselves to respond to local and national priorities, themes, and aspirations
- We will continue to play our full part within the UHI Partnership and work with partners to further develop the partnership, educational innovation and delivery, to the benefit of all of the communities within the regions.
- We will continue to collaborate with our UHI partners and others to further develop research and scholarship opportunities for our students and communities
- We will strengthen and improve our systems and processes to meet the evolving needs of our staff, stakeholders, and students to ensure our college is agile, effective and efficient, adding significant value to the learner experience
- Our culture will encourage diversity, social equality and inclusion, challenge bias and all inappropriate behaviours

This strategy sets out key objectives relating to our aims, and these are linked by the common themes of communication and collaboration, enabling all our staff, students, and stakeholders to contribute to the collective college vision as we continue to

pursue our journey to excellence. We recognise that this strategy is dynamic and will continue to evolve during the 5-year period as circumstances change, we will adapt.

Context

Perth College UHI delivers courses at the main campus in Perth and in secondary schools across Perth and Kinross. We support work-based learning across a wide area, as well as collaborating with UHI in the ongoing development of its use of digital technology, providing access to expertise and curriculum across Perth and Kinross, the Highlands and Islands and beyond.

The College has its main campus in the city of Perth which is located within 50 miles of 90% of Scotland's population, in the local authority of Perth and Kinross. The population of Perth and Kinross in 2021 was 151,900 a 0.1% increase from 2016. Unemployment rates are at 3.4% (below the Scottish average of 4.2%) and its 5-year business survival rate is higher than the Scottish average. The [2021 Annual Participation Measure](#) showed that 93.6% of 16–19-year-olds were in education, employment or training and personal development. Perth College UHI is proud to serve the needs of its local area, as well as the wider Highlands and Islands Region and beyond.

Our strategic aims drive forward the Highlands and Islands Regional Outcome Agreement as well as ensuring full participation in Perth and Kinross Single Outcome Agreement measures and Community Planning priorities. The college works in partnership with relevant local and regional stakeholders to ensure the provision of relevant high-quality curriculum and sector engagement within the Regional Skills Assessment (RSA) area of Tayside, but also shares common overall goals with the RSA of the Highlands and Islands.

Areas in common include:

- The need to increase the quantity and quality of local jobs
- To create a culture of employer investment
- To meet the skills needs of employers, including a need for workplace progression routes and pathways
- A need for flexible skills provision

These common goals are reflected in the Highlands and Islands Regional Outcome Agreement (ROA).

The Tay Cities Deal incorporating Dundee, Angus, Perth and Kinross and North Fife, is taking forward regional investments to focus on inclusion, innovation and connectedness ensuring delivery of a smarter and fairer region. Within the Tay Cities Deal, the college is working on key projects in engineering, aviation, hospitality, creative industries, and digital resilience.

The college provides a broad curriculum base with access to study at SCQF levels 2 to 12 in areas of local, regional, and national need. Subjects are grouped into 4 sector areas (Business, Management, Computing and Leisure; Creative and Cultural Industries; Science, Technology, Engineering and Maths; Applied Life Sciences). The college also delivers a range of Modern Apprenticeship programmes supported by Skills Development Scotland (SDS), industry bodies and a range of commercial Vocational Qualifications (VQ).

School-college partnership provision is linked to relevant vocational pathways, and includes Foundation Apprenticeships in Business, Creative and Digital Media, Early Years, Engineering and Health Care.

Perth College UHI delivered 22,566 credits in 2020-21 contributing 23.5% to our delivered regional total. The success of our students continues to be above the sector benchmark, 67% against 65.7% respectively for Further Education (FE) full-time and 80.6% against 78% respectively for FE part-time.

Staff full time equivalent numbers are 343 as at July 2021.

Regional Context

Perth College UHI is one of the largest partners in the University of the Highlands and Islands (UHI).

The University of the Highlands and Islands partnership is the main provider of post-compulsory education provision in the Highlands and Islands, **Perth and Kinross and Moray regions** and is contracted through the Regional Outcome Agreement negotiated with the Scottish Funding Council to deliver in excess of 112,382 further education fundable credits annually. The regional partnership has developed an extensive apprenticeship offer that provides work-based learning pathways from Foundation Apprenticeships offered in the senior phase through to Graduate Apprenticeships funded through Skills Development Scotland, as well as working directly with employers to deliver bespoke training on a commercial basis.

Prior to the Covid-19 pandemic, the region routinely exceeded student activity targets and surpassed many sector benchmarks of performance. The latest published key performance indicators, 2019-20, demonstrates high success rates for our full-time students with 67% having a successful outcome in comparison to the sector which is 65.7%. We also continue to see high success rates for our part-time students with 80.6% having a successful outcome in comparison to the sector which is 78.0%.

College Sector context

The impact of Scottish colleges realises the Scottish Government ambitions of supporting learners, widening access to education, closing the attainment gap, and providing a platform of skills provision for truly inclusive growth.

Scottish Colleges were already facing a series of cost pressures prior to the impact of COVID-19, including increasing pressures from cost of living pay awards, employers' pension contributions, maintaining the college estate and the UK's exit from the European Union.

As highlighted by Audit Scotland in its [Scotland's Colleges 2020](#) report, the deficit gap between colleges' total income and expenditure has grown to £54 million. This is forecast to continue due to costs outwith the sector's immediate control, such as pensions and depreciation of assets.

Robust long-term financial planning by colleges will be critical to achieving financial sustainability and to deliver balanced budgets in the future.

College Vision

To empower our learners to achieve their full potential through a transformational student experience

**Excellence in Learning and
the Learner Experience**

College Growth and Ambition

**Partners and
Collaboration**

Sustainability

Values

Student Centred - Innovative – Ambitious – Respectful - Inclusive – Collaborative

We will act with integrity in everything we do.

Strategy Map

Excellence in Learning and the Learner Experience

**The Learner Experience
Co-Creative and Progressive Curricula
Industry Focused
Academic Partnerships
Research and Scholarship**

College Growth and Ambition

**Our Culture
Our Staff
Our College
Our Ways of Working
Digital Transformation**

Partnerships and Collaboration

**Relationships
Commercial Enterprise and Innovation**

Sustainability

**Financial Management
Reinvestment Planning
Environmental Sustainability**

Excellence in Learning and the Learner Experience

Strategic Objective 1 – The Learner Experience

We will work in partnership with HISA (Highlands and Islands Student Association) and proactively engage with the learner voice, to ensure that all of our learners have access to exceptional student services that support their education and their wellbeing, together with a distinctive and sector leading experience. Our learners will be empowered, supported and inspired to positively shape and influence their learning experiences to prepare them for the world of tomorrow.

Strategic KPIs

1. Raising awareness and promoting health and student wellbeing/safety by ensuring staff have the skills and knowledge to respond effectively to the range of student circumstances, experience and aptitudes – Increase participation rates by 5, 10 or 20% over 5 years
2. Increasing retention, attainment, achievement, progression and student satisfaction to sector leading levels before 2027.
Increase student retention (over 5 years)
FE by 5, 7 or 9% (to 78, 80 or 82%)
HE by 3, 5 or 7% (to 90, 92 or 94%)
Increase student progression (over 5 years)
FE to HE by 10, 13 or 15% (to 82, 85 or 87%)
Increase student achievement (over 5 years)
FE by 11, 12 or 13% (to 73, 74 or 75%)
HE by 8, 9 or 10% (to 79, 80 or 81%)
3. Increase Student satisfaction:
Early Student Experience Survey (ESES)
FE by 1, 2 or 3% (to 97, 98 or 99%) over 5 years
HE by 6, 7 or 8% (to 97, 98 or 99%) over 5 years
Student Satisfaction and Experience Survey (SSES)
FE by 5, 6 or 7% (to 97, 98 or 99 %) over 5 years
HE by 8, 9, 10% (to 97, 98 or 99 %) over 5 years

4. Increase student response rates to learner surveys:
Early Student Experience Survey (ESES)
FE by 15, 20 or 25% (to 55, 60 or 65%) over 5 years
HE by 5, 10 or 15% (to 65, 70 or 75%) over 5 years
Student Satisfaction and Experience Survey (SSES)
FE by 11, 13 or 15 % (to 63, 65 or 67%) over 5 years
HE by 15, 20 or 25 % (to 55, 60 or 65%) over 5 years
5. Increase proportion of classes with a Student Voice Representative FE and HE
By 15, 20 or 25% over 5-year period (to 55, 60 or 65%)
6. Increase the number of Student Forums
By 15, 20 or 25% over 5-year period (to 75, 80 or 85%)
7. Our student experience will offer transformational opportunities, we will continue to enable our learners to:
 - challenge and question what they believe to be true
 - be open to change and interpret information more critically
 - consider to pursue options for advancement that they instinctively or historically considered impossible
 - bring their perspectives to the learning environment to influence and enhance their learning experience
 - apply their skills and knowledge in real-world practice and challenge strongly held beliefs and opinions
 - recognise observable differences, from before, during and on completion of the learner journey.

Supporting Measures:

Student engagement in student support services, student counselling services, use of services in ASW, increase in engagement in HISA and college wellbeing events. Ongoing development of wellness therapies and the wellness garden. Added focus on Personal Academic Tutor support for FE students and use Personal Development Planning to guide our learners to recognise the distance travelled.

Excellence in Learning and the Learner Experience

Strategic Objective 2 - Co-Creative and Progressive Curricula

We will co-create and co-develop inclusive, coherent tertiary education opportunities in partnership with our learners and stakeholders to expedite sector leading achievements in learning and teaching. Our curriculum will be innovative, delivering effective and highly successful learner journeys which promote skills for learning, life and work.

Strategic KPIs

1. Strengthen and develop an agile, innovative and dynamic portfolio with pathways that respond to the regional and Scottish Governments priorities and key sector needs.
 - Continue to annually review the curriculum portfolio and increase overall redesign of our courses by 20, **25** or 30% to (70, **75** or 80%) over 5 years.
2. Informed by industry, increase the number of **digitally enabled innovative pedagogies (DEIP)** which respond more dynamically to current and future learner needs.
 - Continue to increase the number of courses using DEIP by **35**, 40% to **95** or 100% over 5 years.

Supporting Measures:

- Continue to build and extensive, cohesive partnerships with local and region business and industry and open more opportunities to engage in work-based learning.
- Advance learning and development opportunities from SCQF L11 - L12 and more accessible entry and exit points for learner journeys/progression pathways.

Excellence in Learning and the Learner Experience

Strategic Objective 3 - Industry Focused

We will work in collaboration with our industry partners and evolve strategic relationships to ensure that our curriculum is responsive and meets the needs of employers.

Strategic KPIs

Increase percentage of courses adapted in response to employer feedback – from 50 to 70%, over 5 years

Supporting measures

- Employers engaged in shaping the curriculum
- % learners progressing into positive destinations
- Impact achieved from strategic partnerships
- % learners progressing into employment/self-employment
- % learners progressing into graduate level jobs
- % learners with a workbased/ entrepreneurship experience
- Approach to delivering customer relationship management
- % customers in scope for FWDF/ sign ups
- No of new customers generated
- Measuring impact from CPP activity (community impact)

Excellence in Learning and the Learner Experience

Strategic Objective 4 - Academic Partnerships

We value our UHI partnership and will play a key role in our shared strategic goals. We will create synergy and ensure the best outcomes for our staff and learners through collaborative partnerships, nationally and internationally.

Strategic KPIs

Value/leverage (£) by partnership (margin/revenue – College overhead +1% by year 5

Supporting KPIs

- No of RUK/ International students
- No of added value collaborative projects
- Perth led roles nationally/ within UHI
- No. of staff leading projects/KT
- No of international partnerships

Excellence in Learning and the Learner Experience

Strategic Objective 5 - Research and Scholarship

We will embed a culture of research and scholarship (embedded) to inform and enhance a high quality, (sector leading) learning experience driven by innovative and digitally enabled teaching practices and learner engagement.

Supporting KPI

Increase numbers of members of staff leading projects/knowledge transfer (KT) with research time allocated to 12 over 5 years (from 6 members of staff in 2022/23)

Supporting measures

- Research funding generated
- 20% Successful bids/bids submitted increasing 2% pa
- IP protected and 10% commercialised increasing to 20% by year 5
- No of professorships gained – 2 in 5 years

College Growth and Ambition

Strategic Objective 1 – Our Culture

Through embedding our values into everything we do; we will develop a culture that is inclusive and drives the high-performance behaviours to enable us to advance our journey to excellence.

Strategic KPI

1. Staff survey results from 2021 are improved in for the following areas over the next 5 years (next survey to take place in 2024)
 - Staff have a clear understanding of the College's values.
Increase to 87, **90** or 93% (2021 result 72%)
 - Values of the College are relevant to my work.
Increase to 87, **90** or 93 % (2021 result 76%)

2. Monthly initiative around one of the values

Supporting measures

- Development and Implementation of a People Strategy
- Development and Implementation of a Cohesive workforce plan linked to a college wide CPD programme
- Pulse surveys to take place every 6 months
- Ensuring our values are embedded in all relevant documentation including policies and strategies

College Growth and Ambition

Strategic Objective 2 - Our Staff

Our staff are the foundation of the learner experience. Through a shared sense of purpose, we will engage with and develop our staff to empower them, actively enhance their opportunities to reach their full potential and support their resilience and wellbeing. We will cultivate an empowered, agile, and creative staff body that will be responsive to our local and national educational priorities and challenges.

Strategic KPI

Staff survey results from 2021 are improved on for the following areas (next survey to take place in 2024)

- I believe the College support the health and wellbeing of staff
Target 75, **80** or 85% - current 54%
- I am kept informed about what is happening in the College
Target 80, **85** or 90% – current 71%
- The leadership team provide clear direction and guidance
- Target 75, **80** or 85% - current 42%
- Through the Professional Review process, I feel my training needs and ambitions are discussed, identified and actioned where possible -Target 75, **80** or 85%- current 64%

Supporting measures

- Development and Implementation of a People Strategy
- Development and Implementation of a Cohesive workforce plan linked to a College wide CPD programme
- Pulse surveys every 6 months

College Growth and Ambition

Strategic Objective 3 - Our College

We will promote our reputation positively to showcase our outstanding learner experience, reputation, and the benefits of engaging with Perth College UHI in our local community, regionally, nationally and internationally. We will celebrate our strengths and successes and work collaboratively to develop our talents to meet the challenges of the future.

Supporting KPI

Increase the percentage of positive coverage (regionally, nationally, internationally) to 80% by year 5

Supporting measures

- % Conversions/Applications
- 90% applications > target (Over 5 years)
- Customer satisfaction
- % Applications from protected groups (targets set by ROA)
- Digital media analytics & engagement
- Feedback & attendance from Open Days
- No of awards/external recognitions

College Growth and Ambition

Strategic Objective 4 - Our Ways of Working

We will work positively and proactively to ensure we strive for high quality outcomes and smarter ways of working to benefit our learners, staff and communities.

We will continuously enhance and improve our systems and processes. This will address our evolving ambitions to ensure we are innovative, agile, and distinctive in the way we add significant value to our learners, staff and communities.

Strategic KPI

Efficiency/time saved (days/hours/minutes)

Supporting Measure

Creation of an Effectiveness and Efficiency Development Strategy

Number Services/ Processes Improved - right first time

July 2023 – 4

July 2024 – 8

July 2025 – 12

College Growth and Ambition

Strategic Objective 5 - Digital Transformation

We will optimise our digital capability to ensure excellence in learning, the (business) growth of the college and our commitment to sustainability.

Supporting KPI

Percentage staff/learners with improved Digital Skills (baseline +10% pa)

Enabling actions

Identify digital competence framework for each job role – baseline created

- Digital JISC competence tool completion by staff and students
 - 50% by July 2023
 - 75% by July 2024
 - 90% by July 2025
- Develop Maker Spaces/Innovation Hubs to enable staff to improve their digital capability

Partnership and Collaboration

Strategic Objective 1 - Relationships

We will continue to grow our reach and influence and strengthen our strategic relationships to ensure responsiveness and provide significant mutual benefits to our community, staff, learners and stakeholders.

Supporting KPIs

1. Percentage strategic partnerships v proportion of external engagements – increase from 5% by 1% pa
2. Percentage learner/customer satisfaction with overall quality of courses – 97% over 5 years

Supporting Measures

- Percentage of learners from SIMD20
- No of new/mutually beneficial strategic partnerships
- No. of sustainable partnerships (ie length in years)
- No of opportunities generated
- No of businesses engaged
- No of external relationships (MS Dynamics)
- No of donors (Raisers Edge)
- Donation value

Partnership and Collaboration

Strategic Objective 2 - Commercial Enterprise and Innovation

We will maximise the benefits of our commercial, international and research opportunities to enable investment in projects that improve the learner experience. We will reduce reliance on core grant funding by ensuring our commercial businesses deliver an acceptable level of return.

Strategic KPI

Commercial AOP / Commercial Income (per college area) – College overhead +1% by Year 5

Supporting Measures

- Percentage learner achievement
- Percentage learner satisfaction with overall quality of courses
- Percentage margin/profit from commercial
- Percentage successful funding applications/no. of applications
- Non SFC Income as % of Total Income
- No of commercial customers
- Commercial courses delivered/ scheduled
- Learner/ customer satisfaction/opportunity

Sustainability

Strategic Objective 1 - Financial Management

Change happens quickly, so we need to have more information on the potential impact on our financial performance through our internal and external environments. To this end we will further develop our financial management information to be more future focused and support decision making.

Strategic KPI

In year 3 of the strategic cycle, every Finance and Resources Committee meeting will include information and discussion that meets the criteria above. There will be a gradual introduction of this information through year's one and two and the SMT and Finance and Resources Committee will confirm that the quality of information supports decision making.

Sustainability

Strategic Objective 2 - Reinvestment Planning

We will aim to have a proportion of income set aside each year for development projects that enhance the learner experience. We will do this through managing our operational costs more effectively.

Strategic KPI

At the end of the strategic cycle (assuming 5 years) we will have the following cost/income ratios.

1. Staff Cost / Income 70%
2. Non-Staff Cost / Income 21%
3. Investment Cost / Income 5%

Sustainability

Strategic Objective 3 - Environmental Sustainability

The college is committed to embedding environmental sustainability into all of our activities to lessen our impact on the environment.

Strategic KPI

Percentage gross carbon footprint reduction – 10% pa

Aligned KPIs

- No. of courses with sustainability education embedded - 1% increase pa
- No of external projects/collaborations connected to environmental sustainability - 4% increase pa

Appendix

Aligned College Strategies

1. International Strategy 2019-24
Learning and Teaching Strategy*
2. International Strategy 2019-24
Business Development Strategy
ICT and Digital Transformation Strategy
Estates Strategy*
Learning and Teaching Strategy*
3. International Strategy 2019-24
Business Development Strategy
4. International Strategy 2019-24
Research and Scholarship Strategy*
5. International Strategy 2019-24
Research and Scholarship Strategy*
Learning and Teaching Strategy*
ICT and Digital Transformation Strategy
6. People Strategy * *
Communications Strategy*
ICT and Digital Transformation Strategy
7. People Strategy * *

ICT and Digital Transformation Strategy

8. International Strategy 2019-24
Business Development Strategy
Communications Strategy*
ICT and Digital Transformation Strategy
9. ICT and Digital Transformation Strategy
Effectiveness and Efficiency Development Strategy*
10. ICT and Digital Transformation Strategy
Business Development Strategy
Estates Strategy*
11. International Strategy 2019-24
Business Development Strategy
Development Trust Strategy
Research and Scholarship Strategy*
12. International Strategy 2019-24
Business Development Strategy
13. International Strategy 2019-24
Business Development Strategy
Estates Strategy*
Development Trust Strategy
14. Financial Strategy*
International Strategy
ICT and Digital Transformation Strategy

Estates Strategy*
Business Development Strategy
Development Trust Strategy

15. ICT and Digital Transformation Strategy
Environmental Strategy*
Estates Strategy*
Learning and Teaching Strategy*

* under development

** due for development

National Strategies

1. [Skills: shared outcomes framework](#)
[Putting Learners at the Centre: Towards a Future Vision for Scottish Education](#)
2. [Skills: shared outcomes framework](#)
[Putting Learners at the Centre: Towards a Future Vision for Scottish Education](#)
3. [Skills: shared outcomes framework](#)
[Scotland's National Strategy for Economic Transformation](#)
College Sector Statement of Ambition 2021 to 2026
4. UHI Daring to be Different Strategy
[Scotland's National Strategy for Economic Transformation](#)
Colleges International Ambitions
College Sector Statement of Ambition 2021 to 2026

5. Research Excellence Framework
KE and Innovation SFC
6. [Perth and Kinross Economic Wellbeing Plan 2020-28](#)
[Scotland's National Strategy for Economic Transformation](#)
7. [Perth and Kinross Economic Wellbeing Plan 2020-28](#)
[Scotland's National Strategy for Economic Transformation](#)
8. [Tay Cities Region Economic Strategy 2019-2039](#)
[Scotland's National Strategy for Economic Transformation](#)
[Colleges International Ambitions](#)
[College Sector Statement of Ambition 2021 to 2026](#)
9. [Digital Ambition for Scotland's Colleges](#)
[Jisc FE and Skills Strategy 2020-2023](#)
[Tay Cities Region Economic Strategy 2019-2039](#)
[Scotland's National Strategy for Economic Transformation](#)
10. [Our Digital Ambition for Scotland's Colleges](#)
[Jisc FE and Skills Strategy 2020-2023](#)
[Tay Cities Region Economic Strategy 2019-2039](#)
[Scotland's National Strategy for Economic Transformation](#)
11. [Perth and Kinross Economic Wellbeing Plan 2020-28](#)
[Tay Cities Region Economic Strategy 2019-2039](#)
[Scotland's National Strategy for Economic Transformation](#)
12. [Tay Cities Region Economic Strategy 2019-2039](#)
[Scotland's National Strategy for Economic Transformation](#)

[SFC Coherence and Sustainability Review](#)

13. [Tay Cities Region Economic Strategy 2019-2039](#)
[Scotland's National Strategy for Economic Transformation](#)
[SFC Coherence and Sustainability Review](#)
14. [Tay Cities Region Economic Strategy 2019-2039](#)
[Scotland's National Strategy for Economic Transformation](#)
[SFC Coherence and Sustainability Review](#)
15. [Scotland's Climate Change Plan](#)
[Climate Emergency Skills Action Plan](#)
[Scotland's National Strategy for Economic Transformation](#)
[SFC Coherence and Sustainability Review](#)

Committee	Finance & Resources Committee
Subject	April YTD 21/22 Management Book
Date of Committee meeting	24/05/2022
Author	Iain Wishart, Finance Director
Date paper prepared	17/05/2022
Executive summary of the paper	YTD Management Book
Consultation How has consultation with partners been carried out?	No
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes/ No Details the use and performance of resources
Risk implications (If yes, please provide details)	Yes/ No Details surplus/deficit position and cash outlook
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 	Financial sustainability

<ul style="list-style-type: none"> • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>Click or tap here to enter text.</p>
<p>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</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>
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Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Until 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

Financial Performance Review

YTD April 21/22



Group Overview

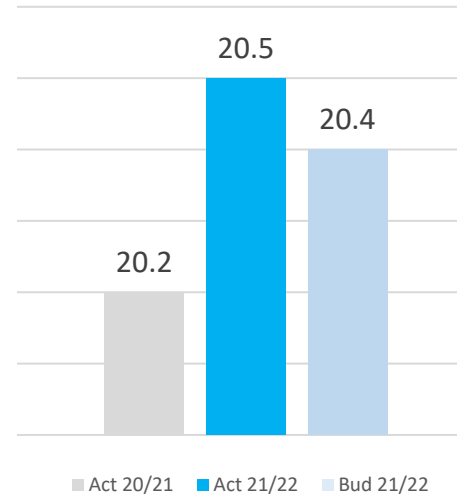
Our nine month AOP (Profit) is £1.2M surplus. As can be seen from the charts, opposite, the key drivers of this performance are staff costs and non-staff costs.

Staff costs are below budget driven by lower HE numbers and budget heads who have not been recruited. STEM has made that largest contribution to the below budget performance.

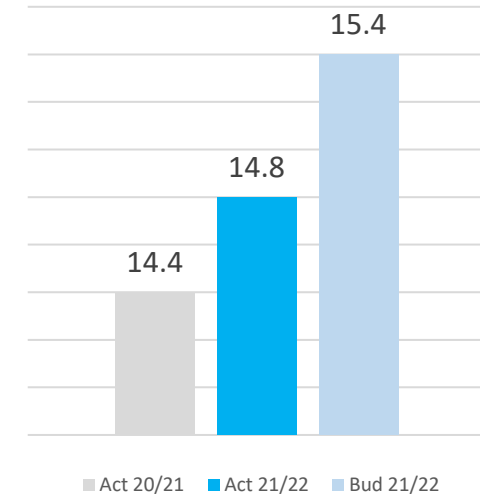
Most of 21/22 has been conducted under COVID rules which has resulted in non-staff costs being below budget in areas such as travel, printing etc.

** Please note that there is still a risk of "clawback" in the sector. This is related to lower HE FTE's. Clawback, if it happens, is estimated at £1.5M which would take us into a loss for the year. **

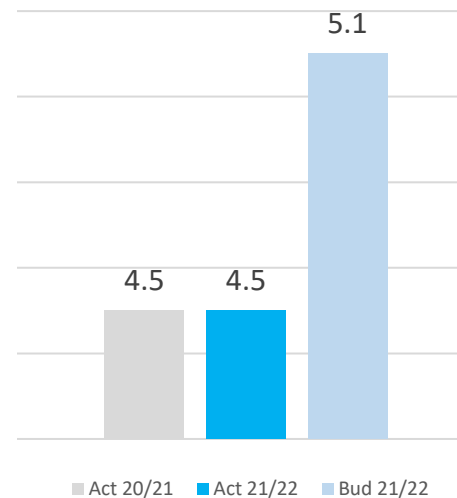
YTD Income (Excl Bursary) £M



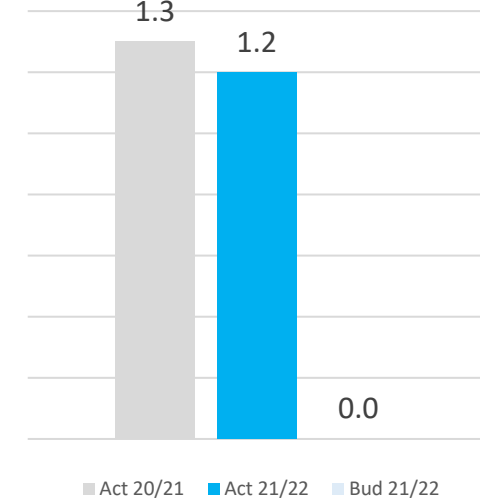
YTD Staff Cost £M



YTD Non-Staff Cost £M



YTD AOP £M



Group Overview v Budget

As can be seen below our Profit (AOP) is at £1.2M and well ahead of a breakeven budget.

From the variances below it can be seen that the Academic and Business profit are better than budget while Services are below budget. However, there are two important points to note that are impacting Services:

1. The rate of spend of funded repairs and maintenance (Estates) is behind budget although we will spend 100% of funds before the end of the year.
2. We have accrued the 21/22 salary increases into Business Services, the value of this is £330K.

Taking this into account all areas are actually performing better than budget.

Actual £K

Actual YTD 21/22	Academic	Business	Services	Total
Funding	12,066	4	698	12,768
Tuition Fees	2,542	1,490	17	4,048
Commercial	1,508	906	1,255	3,669
Total Income	16,115	2,400	1,970	20,485

Staff Costs	9,140	1,514	4,182	14,836
% Income	56.7%	63.1%	212.3%	72.4%

Non-Staff Costs	689	590	3,190	4,469
% Income	4.3%	24.6%	161.9%	21.8%

AOP Surplus/(Deficit)	6,286	296	-5,402	1,180
% of Income	39.0%	12.3%	(274.2)%	5.8%

Budget £K

Academic	Business	Services	Total
11,903	0	1,368	13,271
2,747	1,340	0	4,087
1,185	867	1,026	3,078
15,835	2,207	2,394	20,436

9,873	1,453	4,043	15,369
62.3%	65.8%	168.9%	75.2%

904	681	3,527	5,112
5.7%	30.8%	147.4%	25.0%

5,059	73	-5,177	-45
31.9%	3.3%	(216.3)%	(0.2)%

Variance £K

Academic	Business	Services	Total
163	4	-670	-503
-205	149	17	-39
322	39	230	591
280	192	-424	49

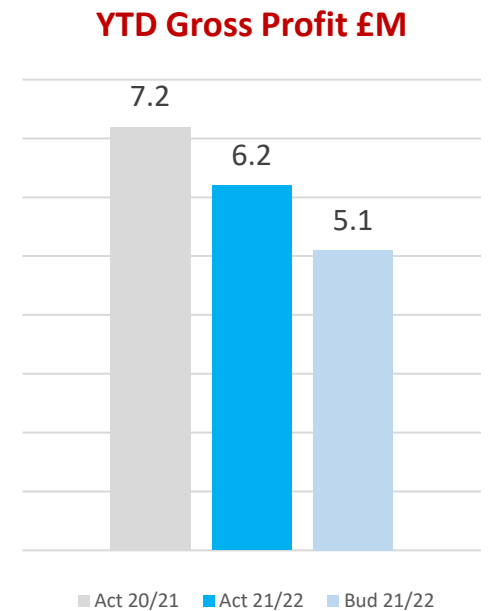
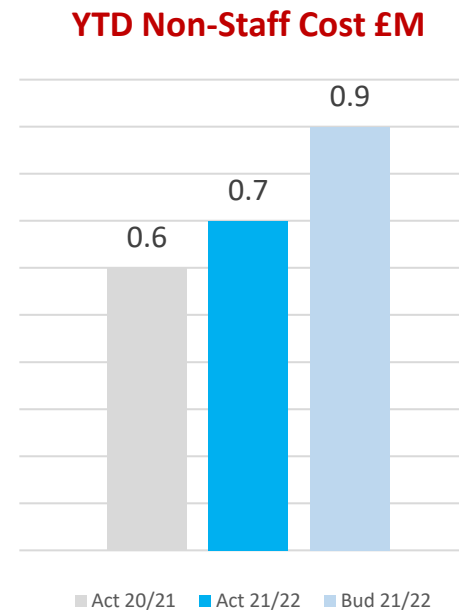
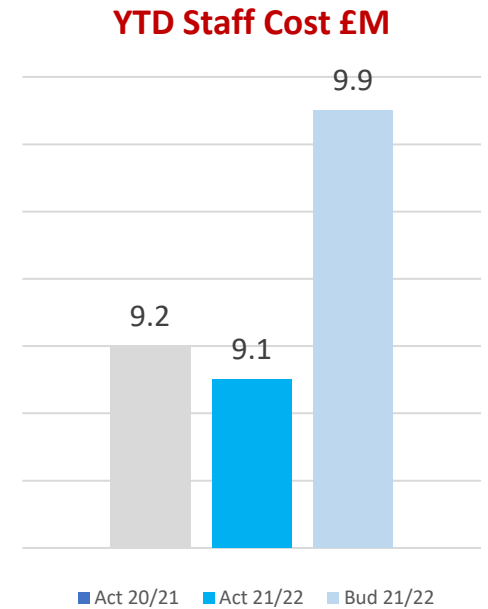
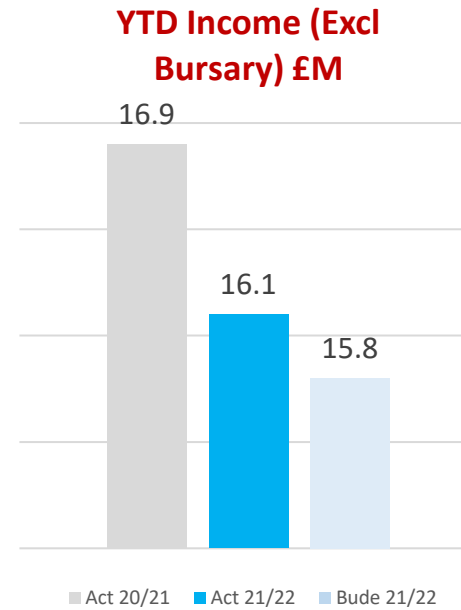
733	-62	-139	532
261.9%	-32.0%		1093.5%

214	90	338	642
76.5%	46.7%		1318.5%

1,228	221	-225	1,223
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Academic Performance

The YTD Gross Margin for consolidated Academic areas is 39.0%. The College requires a Gross Margin of at least 30% from all income generators to breakeven.



Academic Performance

As can be seen below, the Gross Margin of all academic areas is performing ahead of budget. To allow the college to breakeven we need Gross Margin to be at least 30%. As noted earlier the performance is due to lower staff costs driven by:

1. Lower HE activity resulting in less temporary staff and
2. Less heads hired versus budgeted.

Non-Staff costs are also well below budget due to being in COVID lockdown at the start of the academic year. Note STEM non-staff costs are higher than budget as construction materials for courses which have had significant increase.

Actual £K

Actual YTD 21/22	STEM	BMCL	CCI	ALS	Research	Academic Total
Funding	2,506	2,615	2,542	4,246	158	12,066
Tuition Fees	311	786	601	811	33	2,542
Commercial	1,059	157	60	218	14	1,508
Total Income	3,876	3,558	3,203	5,275	204	16,115
Staff Costs	2,100	2,197	1,717	3,024	102	9,140
% Income	54.2%	61.7%	53.6%	57.3%	50.1%	56.7%
Non-Staff Costs	374	132	102	59	23	689
% Income	9.7%	3.7%	3.2%	1.1%	11.1%	4.3%
Gross Profit	1,402	1,230	1,383	2,192	79	6,286
Gross Margin	36.2%	34.6%	43.2%	41.6%	38.8%	39.0%

Budget £K

STEM	BMCL	CCI	ALS	Research	Academic Total
2,487	2,549	2,501	4,190	175	11,903
227	907	738	875	0	2,747
848	85	136	114	2	1,185
3,563	3,542	3,375	5,180	177	15,835
2,515	2,369	1,761	3,128	100	9,873
70.6%	66.9%	52.2%	60.4%	56.9%	62.3%
283	217	215	164	26	904
7.9%	6.1%	6.4%	3.2%	14.5%	5.7%
765	956	1,398	1,888	51	5,059
21.5%	27.0%	41.4%	36.5%	28.6%	31.9%

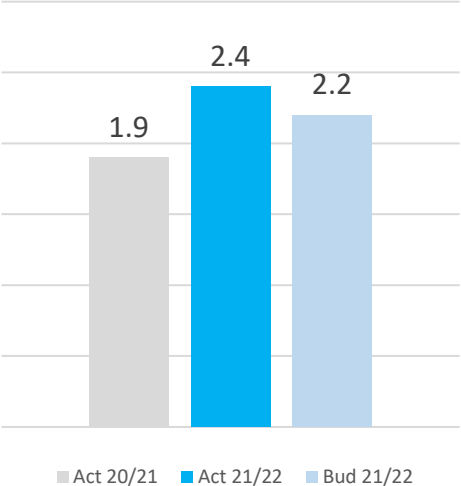
Variance £K

STEM	BMCL	CCI	ALS	Research	Academic Total
19	66	41	55	-17	163
84	-122	-136	-64	33	-205
210	72	-76	104	12	322
313	16	-172	95	27	280
415	172	44	104	-2	733
132.6%	1058.2%		109.1%	-6.4%	261.9%
-91	85	113	105	3	214
-29.2%	524.5%		110.3%	10.6%	76.5%
637	273	-15	304	29	1,228

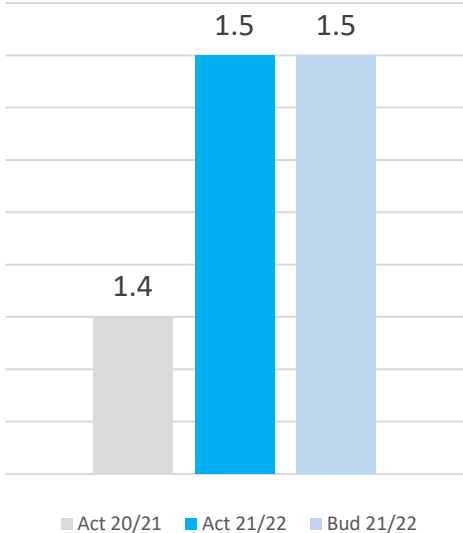
Business Performance

The YTD Gross Margin for Business is 12.3%. The College requires a Gross Margin of at least 30% from all income generators to breakeven.

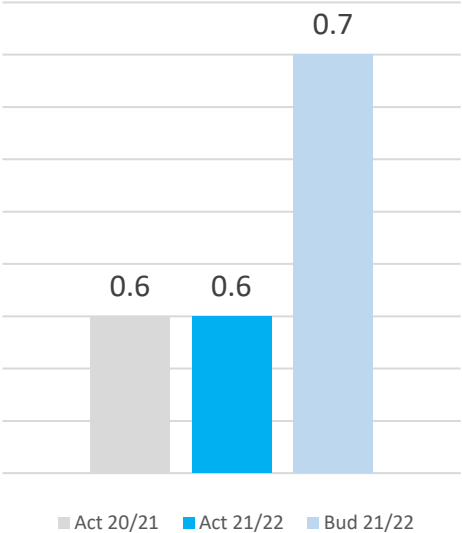
YTD Income (Excl Bursary) £M



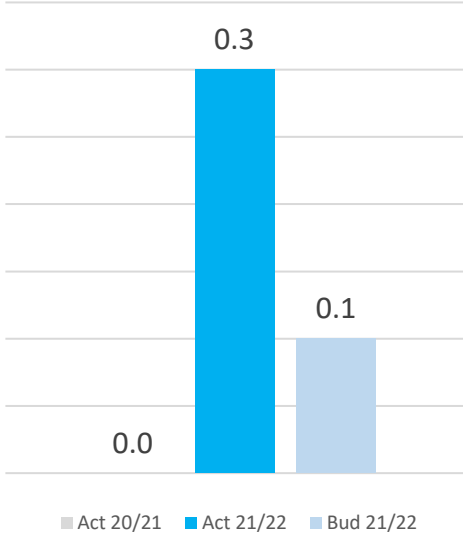
YTD Staff Cost £M



YTD Non-Staff Cost £M



YTD Gross Profit £M



Business

There is a mix of gross margins across our Businesses. In order to breakeven we require our businesses to make a Gross Margin of 30%. It should be noted that for the purposes of this comparison we back out the college management charge from AST. This charge is only for published accounts and removing this charge allows us to have a clearer understanding of the AST contribution to the college.

The consolidated Business category is making more Gross Profit than budget, £221K, although most of this is related to AST performance.

Actual £K

Actual YTD 21/22	AST	Residences	ASW	Nursery	Total
Funding	0	0	0	4	4
Tuition Fees	1,490	0	0	0	1,490
Commercial	6	301	395	204	906
Total Income	1,496	301	395	208	2,400

Staff Costs	893	0	373	247	1,514
% Income	59.7%	0.0%	94.5%	118.6%	63.1%

Non-Staff Costs	286	194	91	20	590
% Income	19.1%	64.4%	23.1%	9.7%	24.6%

Gross Profit	317	107	-69	-59	296
Gross Margin	21.2%	35.6%	(17.6)%	(28.3)%	12.3%

Budget £K

AST	Residences	ASW	Nursery	Group Total
0	0	0	0	0
1,340	0	0	0	1,340
45	263	395	163	867
1,386	263	395	163	2,207

890	2	316	245	1,453
64.2%	0.8%	79.9%	150.0%	65.8%

424	157	75	24	681
30.6%	59.6%	19.1%	15.0%	30.8%

72	104	4	-106	73
5.2%	39.6%	1.0%	(64.9)%	3.3%

Variance £K

AST	Residences	ASW	Nursery	Business Total
0	0	0	4	4
149	0	0	0	149
-39	38	-0	41	39
110	38	-0	45	192

-3	2	-58	-2	-62
-3.1%	5.9%		-4.5%	-32.0%

138	-37	-16	4	90
125.6%	-97.9%		9.8%	46.7%

245	3	-73	47	221
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Services Performance

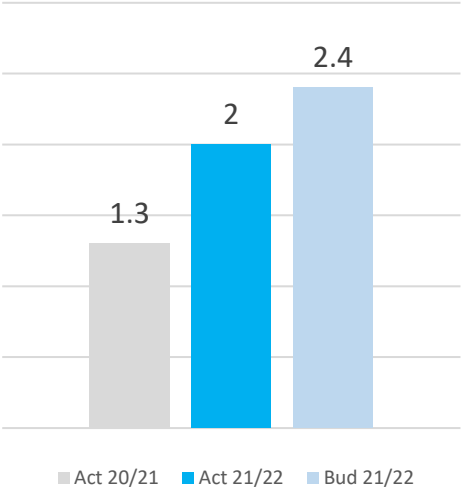
Services represent the college overheads.

Income is below budget due to the timing of Estates spend for the year.

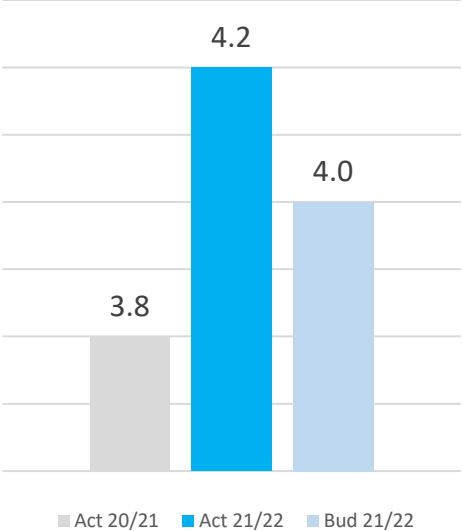
The staff costs are ahead of budget due to the full college YTD salary increase for 21/22 being accrued to Business Services.

When the Estates timing and the college salary increase are taken into account Services would be performing better than budget.

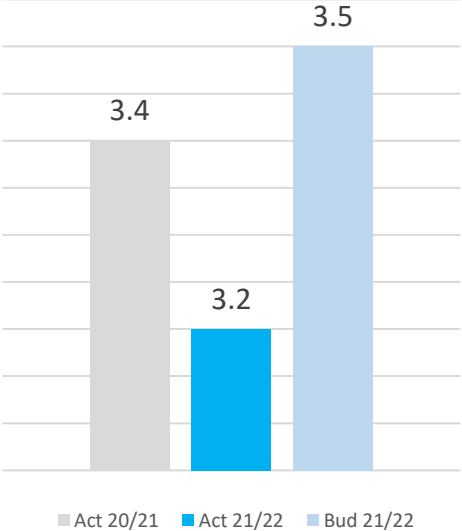
YTD Income (Excl Bursary) £M



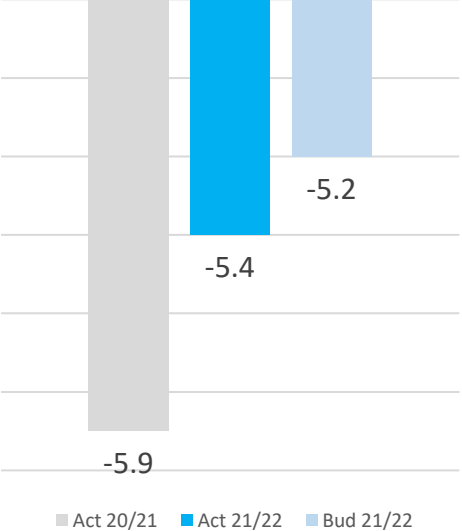
YTD Staff Cost £M



YTD Non-Staff Cost £M



YTD Net £M



Services

Although the Net Cost is showing that we are £(225)K down on budget there are a couple of mitigating circumstances:

1. The rate of spend of funded repairs and maintenance (Estates) is behind budget although we will spend 100% of funds before the end of the year.
2. We have accrued the 21/22 salary increases into Business Services, the value of this is £330K.

When the Estates timing and the salary increase is taken into account then Services are performing better than budget.

Actual £K

Actual YTD 21/22	Student Services	Estates	ICT	Canteen	Business Services	Services Total
Funding	212	451	47	0	-11	698
Tuition Fees	0	0	0	0	17	17
Commercial	88	22	0	392	753	1,255
Total Income	300	473	47	392	759	1,970
Staff Costs	849	628	352	0	2,353	4,182
% Income	283.2%	132.8%	752.6%	0.0%	310.2%	212.3%
Non-Staff Costs	339	1,083	505	499	764	3,190
% Income	113.0%	229.1%	1078.4%	127.4%	100.7%	161.9%
Net Cost	-888	-1,238	-810	-107	-2,358	-5,402
	(296.2)%	(261.9)%	(1731.0)%	(27.4)%	(310.8)%	(274.2)%

Budget £K

Student Services	Estates	ICT	Canteen	Business Services	Services Total
370	918	49	0	32	1,368
0	0	0	0	0	0
76	0	0	600	350	1,026
446	918	49	600	381	2,394
1,018	598	341	0	2,086	4,043
228.4%	65.2%	698.0%	0.0%	546.9%	168.9%
580	1,214	366	600	767	3,527
130.2%	132.3%	750.2%	100.0%	201.0%	147.4%
-1,153	-895	-658	0	-2,471	-5,177
(258.6)%	(97.5)%	(1348.2)%	0.0%	(647.9)%	(216.3)%

Variance £K

Student Services	Estates	ICT	Canteen	Business Services	Services Total
-158	-467	-2	0	-43	-670
0	0	0	0	17	17
12	22	0	-208	403	230
-146	-445	-2	-208	377	-424
169	-30	-12	0	-267	-139
				-70.8%	
241	131	-139	101	3	338
				0.8%	
265	-343	-152	-107	113	-225

Cash

YTD Closing Cash



College



AST



Development Trust



Bursary



Estimated YE Closing Cash



3 Month Avg Cash Usage



Committee	Finance & Resources Committee
Subject	First Pass 22/23 Budget and FFR
Date of Committee meeting	24/05/2022
Author	Iain Wishart, Finance Director
Date paper prepared	17/05/2022
Executive summary of the paper	High level first view of the 22/23 budget and an estimate of 21/22 YE. The budget has a significant amount of supporting information if required.
Consultation How has consultation with partners been carried out?	SMT discussion
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes/ No Details the use and performance of resources
Risk implications (If yes, please provide details)	Yes/ No Details surplus/deficit position and cash outlook
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	Financial sustainability

<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>Yes/ No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Non-Confidential</p>
<p>Freedom of information</p> <p>Can this paper be included in "open" business?* -Yes</p>	<p>Click or tap here to enter text.</p>

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

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

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

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

Budget 22/23 (First Pass)

May 2022



Overview £K

	First Pass		Estimate		Change
	22/23		21/22		
Income	26,038		25,411		627
Staff	21,385	82.1%	19,900	78.3%	1,485
Non-Staff	5,743	22.1%	4,363	17.2%	1,381
Profit/(Loss)	(1,090)		1,148		
Clawback			1,500		
			(352)		

Income

We have applied our first pass allocation of funding from EO in the 22/23 figures. The year on year increase is driven by increased FE Credits and International income. *Income excludes, Bursary, Childcare, Estates Funding and Catering as this income is matched by their costs.*

Staff Cost

The £1,485 change in staff cost is made up as follows:

21/22 £19,990 * 3% increase = £20,497K PLUS

National Insurance increase = £70K PLUS

23.7 new/temp FTE's = £818K (approx. £35K per head)

Non-Staff Costs

Increase in non-staff costs....

ICT £250K

Utilities £250K (21/22 FY estimate £400K)

Travel £175K

Inflation £350K

New HR system £130K

Increased training £100K

12 month's of cost used instead of 11.5 i.e. July is a quieter month in the College.

Closing the Gap

We need to understand our final income position from EO/SFC.

We need to review the 23.7 new/temp heads and determine if each one is critical to delivering student and regulatory requirements.

There are opportunities within our non-staff costs e.g. ICT. We need to review these costs fully before proposing a final non-staff budget.

Committee	Finance and Resources Committee
Subject	Tay Cities Deal Hospitality Skills Project
Date of Committee meeting	24/05/2022
Author	Veronica Lynch
Date paper prepared	17/05/2022
Executive summary of the paper	<p>Please outline the follow elements of this paper:</p> <ul style="list-style-type: none"> i) Purpose – This paper requests approval from the Board of Management for Perth College UHI to act as lead partner for this £2m skills programme on behalf of the Tay Cities regional partners. ii) Impact – this activity will draw down revenue funding of £2m from Tay Cities Deal towards the project. iii) Course of Action – It is recommended that the Board of Management note the approach that the College is taking to inform the approval process and endorses the recommended way forward. <p>The Board are requested to approve the following:</p> <ul style="list-style-type: none"> 1. Perth College act as lead on the TCD Hospitality Skills Project to develop the Business Justification case for submission to Scottish and UK Governments for approval. 2. Accept the risks associated with acting as lead partner with the £2m grant funding flowing through Perth College over an 8 year period to cover direct delivery costs or for procurement of services to other Tay Cities Deal partners.
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	College Board, Industry, Regional Partners, Scottish and UK Governments.

Perth College UHI

<p>Action requested</p>	<p><input type="checkbox"/> For information</p> <p><input type="checkbox"/> For discussion</p> <p><input type="checkbox"/> For endorsement</p> <p><input checked="" type="checkbox"/> Strongly recommended for approval</p> <p><input type="checkbox"/> Recommended with guidance (please provide further information, below)</p>
<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement? If yes, please provide details.</p>	<p>Yes/ No</p> <p>This will require staff time to develop the project Business Justification Case which will not be funded as part of the TCD funding. All project activity once approved will be covered in full by the £2m TCD funding.</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk? (If yes, please provide details)</p>	<p>Yes/ No</p> <p>This document outlines the Risks associated with the project and the associated mitigations already underway or planned.</p>
<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>Growing the College’s reach nationally and internationally</p> <p>Improved student experience</p> <p>New opportunity for the Curriculum</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment? If yes, please give details:</p>	<p>Yes/ No</p>

Perth College UHI

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

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

<p>Its disclosure would substantially prejudice a programme of research</p>	<p><input type="checkbox"/></p>	<p>Its disclosure would substantially prejudice the effective conduct of public affairs</p>	<p><input 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? September 2023

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

Committee	Finance and Resources Committee
Subject	Aviation Academy for Scotland Update
Date of Committee meeting	24/05/2022
Author	Veronica Lynch
Date paper prepared	17/05/2022
Executive summary of the paper	<p>Please outline the follow elements of this paper:</p> <ul style="list-style-type: none"> i) Purpose – what is it for ii) Impact – what are the intended outcomes iii) Course of Action – what happens next & by whom <ul style="list-style-type: none"> i) Purpose – This paper provides an update to the Committee on the current status of the Aviation Academy for Scotland within the Tay Cities Deal (TCD) bid. It outlines the status of discussions with the TCD PMO in relation to the proposed scope change relating to the change in ownership of Tayside Aviation and resulting impacts on delays to the completion of the OBC. ii) Impact – this activity will draw down capital funding of £5.096m from Tay Cities Deal towards the project. iii) Course of Action – It is recommended that the Board of Management note the approach that the College is taking to inform the approval process and endorses the recommended way forward following the outcome of an Options workshop.
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	College Board, Industry, Regional Partners, Scottish and UK Governments, UHI.

Perth College UHI

<p>Action requested</p>	<p><input checked="" type="checkbox"/> For information</p> <p><input type="checkbox"/> For discussion</p> <p><input checked="" type="checkbox"/> For endorsement</p> <p><input type="checkbox"/> Strongly recommended for approval</p> <p><input type="checkbox"/> Recommended with guidance (please provide further information, below)</p>
<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>Yes/ No</p> <p>The next phase in the project development phase is funded through SIF funding already received from UHI.</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk?</p> <p>(If yes, please provide details)</p>	<p>Yes/ No</p> <p>This document outlines the Risks associated with the decision phase of the project and the associated mitigations already underway or planned.</p>
<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>Growing the College’s reach nationally and internationally</p> <p>Improved student experience</p> <p>New opportunity for the Curriculum and AST</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please give details:</p>	<p>Yes/ No</p>

Perth College UHI

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

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<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? September 2024

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Perth College UHI

Paper No.7

Committee	Finance and Resources Committee
Subject	Estates Update
Date of Committee meeting	24/05/2022
Author	Kevin Lynch, Head of Estates
Date paper prepared	18/05/2022
Executive summary of the paper	Update on the recent activities within the Estates department
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	N/A
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No

Perth College UHI

<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk? (If yes, please provide details)</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<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>n/a</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment? If yes, please give details:</p>	<p>No</p>
<p><u>Data Protection</u></p> <p>Does this activity/proposal require a Data Protection Impact Assessment? If yes, please give details:</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details: Click or tap here to enter text.</p>

Perth College UHI

Status (e.g. confidential/non confidential)	Non-Confidential
Freedom of information Can this paper be included in "open" business?*	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"/>

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

Estates Update May 2022

Introduction

The following report provides an update of activities within the Estates Department as of 17th November 2022.

Covid 19

All Covid restrictions have been relaxed but we have kept the one-way system in place within the library and this continues to work well.

We also continue to supply hand sanitizer, sterile wipes etc. to maintain standards.

Estates Strategy

Faithful and Gould have held meetings with Sector Development directors, Sector Managers, and other building users, to gather information on space requirements. A progress meeting is planned for Tuesday May 24th and we will report on progress at the next meeting.

Contracts and Tenders

We have entered into a new framework agreement for window cleaning and are currently evaluating the tender returns for fire and intruder alarms and CCTV. We are also continuing to work with APUC on available frameworks each time we re-tender.

Estates Department Re-Structure

The consultation meetings for the proposed Estates department re-structure are now complete and we are currently collating all feedback and comments from staff and the Union, and we will then confirm our plans moving forward.

Current Works

We are currently working on our summer works programme with staff and contractors and will inform the relevant people once plans are finalised, but we are working towards commencing works on Monday 27th June.

Environmental Sustainability

We have resurrected the Environmental Sustainability Group in the College with the objective of meeting the Scottish Governments net zero targets.

We are at the beginning of creating a Climate Action Plan for the College and will report on the progress as we move forward.

Utilities costs

Utilities bills have gone up considerably since 1st April. Gas has increased by almost 300% and the College costs will increase from £80,000 to around £250,000.

Electricity has increased by around 30% and in monetary value, the increase is from £270,000 to around £350,000.

Kevin Lynch

Head of Estates

Committee	Finance & Resources Committee
Subject	HR Update
Date of Committee meeting	24/05/2022
Author	Katy Lees, Head of HR & Organisational Development
Date paper prepared	18/05/2022
Executive summary of the paper	Update on key HR issues for the period to May 2022
Consultation How has consultation with partners been carried out?	N/A
Action requested	<input checked="" type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	No
Risk implications (If yes, please provide details)	No
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	n/a

Perth College UHI

<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	No
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	No
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	No
<p>Status (e.g. confidential/non confidential)</p>	Non-Confidential
<p>Freedom of information</p> <p>Can this paper be included in “open” business?*</p>	Open Business

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

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Finance and Resources Committee HR&OD Update

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

Date: 18 May 2022

National Job Evaluation Scheme

Second scoring continues. No further updates on timelines or potential implications

National Bargaining

There are ongoing discussions at National level about the Support Staff and Academic pay awards due 01 September 2021. Both trade unions have rejected the last offer made and there are no timescale for agreement at this stage, however strike action and action short of a strike continues for EIS-FELA on this matter. UNISON are not undertaking strike action.

Equality and Diversity

The College has now appointed a number of Equality and Diversity Champions and dedicated training is being arranged for staff who are holding these voluntary positions in June 2022

Stress Survey

The Stress Management Group which is managing the output and actions from the Stress Survey have decided to hold focus groups to dive deeper into the reasons for the outcomes from the Stress Survey, these will be held at the start of the next academic year.

Covid-19

All Covid-19 measures within the College have now been removed and covid is now just a risk is normal risk assessments.

Sickness Absence

Please find below college sickness absence information for the academic year 2018/19 to date

CIPHR	2018/2019 (full year)		2019/2020 (full year)		2020/2021 (full year)		2021/2022 (Aug – April)
	Total Sick Days	Average Sick Days per Head	Total Sick Days	Average Sick Days per Head	Total Sick Days	Average Sick Days per Head	Total Sick Days
Management	15	0.6	35	1.95	0	0.0	102
Support	1908	5.9	3161.5	12.65	1557	6.7	1617
Academic	1011	4.5	852	3.46	706	2.8	953
Total	2934	5.19	4048.50	7.88	2263	4.5	2672

The current figures for the 21/22 year are below

	Cumulative (Aug 2020 - July 2021)		Cumulative (Aug 2021 - April 2022)	
	Short Term - Total Sick Days	Long Term - Total Sick Days	Short Term - Total Sick Days	Long Term - Total Sick Days
Management	0	0	38	64
Support	620	937	645	972
Academic	558	148	322	631
Total	1178	1085	1005	1667

The data above indicates that our sickness absence levels are already higher in 2021/2022 than in 2020/2021 and likely to be in line with those seen in 2019/2020, and for academic staff the sickness absence is already in excess of the 2019/2020 rates.

Sickness amongst management staff is higher than has been seen for the last three years.

Cold/Flu and COVID-19 are the main reasons for short term sickness absence with Cancer/Stroke. We are seeing a reduction in the number of staff on long term sickness absence.

Organisational Development

Staff are required to complete a number of mandatory trainings of which completion rates are set out below. The College has a target of 90% completion in all of these trainings. Numbers are affected at this time of year by the number of starters and leavers since the end/start of the academic year. As can be seen in the table below there is little movement in terms of this, but time is being allocated in the June Staff conference day to ensure staff have time to complete these.

Completed at			
Course name	22/11/2021	07/03/2022	15/05/2022
Bribery Act v.1	88%	88%	88%
Bullying and Harassment Part 1 v.1	87%	87%	87%
Data Protection (GDPR) v.1	88%	87%	86%
Diversity in the Workplace v.1	88%	88%	87%
Health and Safety Part 1 v.1	86%	87%	87%
Health and Safety Part 2 v.1	85%	86%	87%
Let's Talk About Race	N/A	31%	48%
Safeguarding in FE Colleges v.1	89%	87%	87%
Stress Management for All Staff v.1	87%	87%	88%

The College has a number of actions to complete prior to the final validation taking place for General Teaching Council for Scotland (GTCS). The timescale for this is actions are to be completed by October 2022.

The College has made the first deductions at source related to GTCS fees for academic staff who are members of the GTCS

Perth College UHI

Paper No.9

Committee	Finance & Resources
Subject	Committee Minutes
Date of Committee meeting	24/05/2022
Author	Ian McCartney, Clerk to the Board
Date paper prepared	17/05/2022
Executive summary of the paper	<p>This paper comprises minutes of College Committees for noting by this Committee.</p> <p>Minutes provide as follows:</p> <ul style="list-style-type: none"> • EDIT Committee - 17 March 2022 • JNC Support Staff - 03 March 2022 • JNC Lecturing Staff - 03 March 2022 • Staff Engagement Committee - 31 March 2022
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	n/a
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)

Perth College UHI

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk?</p> <p>(If yes, please provide details)</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<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>n/a</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please give details:</p>	<p>No</p>
<p><u>Data Protection</u></p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please give details:</p>	<p>No</p> <p>Click or tap here to enter text.</p>

Perth College UHI

<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>Status (e.g. confidential/non confidential)</p>	<p>Non Confidential</p>
<p>Freedom of information</p> <p>Can this paper be included in "open" business?*</p>	<p>Yes</p>

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

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

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

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

Equality Diversity and Inclusion Team (EDIT)

Note of meeting held on Thursday 17 March 2022

Paper 9a

09.30am, By Microsoft Teams VC

Present: Katy Lees (KFL), Head of HR & OD (Chair)
 Gerald McLaughlin (GM), Student Services Manager
 Ian Bow (IB), HS&W Adviser
 Sara O'Hagan, EIS-FELA Representative
 Kevin Lynch (KL), Head of Estates
 Alexander Weir (AW), Wellbeing & Support Officer
 Jane Edwards (JE), UNISON Rep
 David Snowden (DS), Exams Manager, AST

Apologies: Christiana Margiotti (CM), SDD,CCI
 David Gourley (DG), Head of Learning & Teaching Enhancement
 Catherine Etri (CE), Associate Principal (Academic)
 Madeline Brown (MB), HISA
 Sarah Wood (SW), EDI Advisor

Note Taker: Trudy Guthrie

Summary of Action Items

Ref	Action	Responsibility	Timeline
8	Terms of Reference – New ToR document to be created and brought back to next meeting.	KFL/TG	16.06.2022
9	Feedback to EDICT – Update	KFL	16.06.2022
11	Procedures and/or guidance for staff and managers when a worker discloses a disability to the employer – Equalities Action Plan, JE will read and feedback.	JE	16.06.2022
11	STUC Report – All to read and feedback at next meeting.	ALL	16.06.2022
12	Equality Outcomes for the next 4 years – update – All to read and feedback at next meeting.	ALL	16.06.2022
16	Car Parking Signage – New signs to be created for designated spaces	KL	Asap
16	Disability Blue Badges – KFL to distribute information on these.	KFL	Asap

MINUTES:

Item	Action
<p>1. Welcome & Apologies</p> <p>KFL welcomed all present.</p> <p>Apologies were noted.</p>	
<p>2. Addition to the Agenda for AOCB</p> <ul style="list-style-type: none"> • Car Parking Signage - GM 	
<p>3. Minutes of previous meeting</p> <p>The minutes of the EDIT meeting held on 16 December were approved as an accurate reflection of the discussions that had taken place.</p>	
<p>4. Matters Arising not included elsewhere on the Agenda/ Review of Actions from previous meeting</p> <p>4.1 BSL – GM to arrange 2 training sessions for staff. GM stated these have taken place and went well with good outcomes achieved. KFL asked GM to look into rolling this training out annually.</p> <p>4.2 Disability Discrimination/Disability Pay Gap – EDI Adviser to provide update. IN SW’s absence KFL they are working through the details of the Gender pay gap and will be reporting at the end of Month. Also looking at the Disability pay gap using the same criteria as the Gender pay gap. JE asked about the Disability Confidence Scheme, KFL said some initial research has been carried out and are working to see if we meet the criteria for level 1, this should come out before the Carer Positivity Scheme.</p> <p>4.3 Emily Test – Feedback on Pilot – GM advised this has been completed by UHI. UHI have expressed an interest in signing up for this charter and are looking to employ someone on a fixed term position to take on the work needed to reach this charter and achieve all the criteria.</p>	
<p>5. UHI Equality, Diversity and Inclusiveness Policy – update</p> <p>No update.</p>	

Item	Action
<p>6. Policy/Procedure Approvals</p> <p>Menopause Policy – KFL advised this is still being looked at a National level. UHI have sent proposals however KFL will wait for the National policy and will update this Team when there is further information. JE asked that the policy be inclusive.</p>	
<p>7. British Sign Language – update</p> <p>GM advised there has been in a change in leadership for this and Mark Ross will now be taking this forward. Not much movement as we are still in negotiations with NHS Highland who have a variety of online modules in relation to deaf awareness and we are keen to get these on our own systems so all staff can have a base level of deaf awareness.</p>	
<p>8. Terms of Reference</p> <p>KFL referred to the EDIT quick overview paper and asked that this be created into a Terms of Reference document. KFL took team through the document and asked for feedback. All discussed what should be added and what is missing. JE raised concerns about the ‘Champions’ impact on their working lives. ToR and Equality and Diversity Champions to be added to the next agenda.</p>	<p>TG</p> <p>TG</p>
<p>9. Feedback to EDICT</p> <p>KFL advised that the next EDICT meeting is on 25th April and asked all to provide feedback by 11th April. KFL will collate feedback, take to EDICT and update this team at the next meeting.</p>	<p>KFL</p>
<p>10. Student Services Annual Report</p> <p>GM talked to this paper at length, pointing out it was from the previous academic year 2020/21. Challenging time and figures impacted due to lock down etc. Education Scotland had recognised the work of the Student Services Team and GM thanked Student Services for delivering over that timeframe.</p> <p>JE thinks we should do some work to bring some parity to the way we treat staff with disabilities as we do students with disabilities. KFL advised there is work to be carried out on this and will work to make sure we can deliver.</p> <p>KFL thanked GM for his very informative, helpful presentation.</p>	
<p>11. Procedures and/or guidance for staff and managers when a worker discloses a disability to the employer</p> <p>JE raised concerns that we don’t currently have a protocol for this. JE to read Equalities Action Plan and report back to the team.</p>	<p>JE</p>

Item	Action
<p>Would also like Awareness training for Managers re action when a worker discloses a disability. SOH reiterated this. JE mentioned the Reasonable Adjustment Passport Scheme and said it would be useful to implement this scheme.</p> <p>STUC report on sexual harassment to be brought back to the next meeting. JE asked all to look over this and we can discuss at the next meeting.</p>	
<p>12. Equality Outcomes for the next 4 years – update</p> <p>KFL advised that our EOs were set nearly a year ago but we haven't observed the outcomes from this yet. KFL added a paper in the Teams area and briefly took the team through each outcome and asked all to read through these outcomes. For information the student outcomes are being led by GM and the staff outcomes are being led by KLF and SW.</p> <p>KFL mentioned that the Partnership are working with Perth Autism to create a joint bid to access funding to support staff and students and are looking to complete an action plan by June and asked for feedback to GM or KFL by the end of April.</p> <p>JE wanted minuting the sheer volume of work involved in the Equality Outcomes and felt that there is a resourcing issue. UNISON's position on this is that we do not have adequate resource to put these things in place to adequately support the Equality Outcomes. KFL will monitor this.</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>
<p>13. Mainstreaming Equalities and Equality Reporting – Update</p> <p>KFL gave a brief update on this. Key action is to bring all information together from previous action plan/audit.</p>	
<p>14. Equality, Diversity & Inclusion Adviser</p> <p>KFL gave a brief overview of the work carried out by SW since joining the College.</p>	
<p>15. EDIT Members Updates – any other items not included elsewhere on the Agenda</p> <p>None.</p>	
<p>16. AOCB</p> <ul style="list-style-type: none"> • STUC paper – to be brought back to next meeting • Car Parking Signage – GM has noticed an increased amount of people parking in bays where they shouldn't be and asked for signage to be added to the allocated bays. KFL advised that 	<p>KL</p>

Item	Action
<p>HR have seen an increase in requests for parking bays from staff and stated that an exercise on parking requirements will be carried out in the near future.</p> <p>JE commented that there is a need to inform staff about Disability blue badges. KFL will distribute information on this.</p> <p>17. Date and time of next meetings:</p> <ul style="list-style-type: none">• 16 June 2022 <p>All meetings are on Thursday, 09.30-11.30am, via Microsoft Teams VC.</p> <p>Meeting End: 11.00</p>	<p>KFL</p>

DRAFT

PERTH COLLEGE UHI

JNC : Support Staff

Note of Meeting held on Thursday 3 March 2022
1.30pm, by Microsoft Teams VC

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

Support Staff Representatives

Jane Edwards (JE), Unison
Winston Flynn (WF), Unison

Apologies: Lorenz Cairns (LC), Depute Principal Academic

In Attendance: Catherine Etri (CE), Associate Principal Academic, on behalf of Lorenz Cairns
Henry Nicholson, Finance, on behalf of Iain Wishart, for item 3 only

Note Taker: Carolyn Sweeney-Wilson (CSW)

Summary of Action Items

Ref	Action	Responsibility	Timeline
4.	Review of Actions / Matters arising not included elsewhere on the Agenda:		
	<u>External Consultancy Costs</u>		
	<ul style="list-style-type: none"> KFL to ask IW to provide an update on the external consultancy costs for the next JNC meeting. 	Katy Lees, Iain Wishart	02/06/2022
4.3	<u>Staff Governance Code Proposal – update on action</u>		
	<ul style="list-style-type: none"> CSW to organise a Joint JNC for the consultation on the Staff Governance Code proposal. 	Carolyn Sweeney-Wilson	02/06/2022

Summary of Action Items

Ref	Action	Responsibility	Timeline
6.	Toil Guidelines – update 6.1 <u>Unison/EIS Meeting Feedback</u> <ul style="list-style-type: none"> Unison to feedback to KFL on their meeting with EIS, regarding TOIL Guidelines, before the next JNC. 	Unison Reps	02/06/2022
7.	7.1 <u>Facilities time</u> <ul style="list-style-type: none"> Management to review Facilities Time allowance again once information provided by Unison. Unison Reps to provide Management with a breakdown of their work, per the usual annual return to Management, but for the period between August 2021 – February 2022. 	SMT Unison Reps	02/06/2022 02/06/2022

Minute

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>KFL welcomed everyone to the JNC for Support Staff meeting.</p> <p>Apologies were noted.</p>	
2.	<p>Minute of the last Meeting</p> <p>The minute of the JNC for Support Staff meeting held on 9 December 2021, having been circulated, was approved as an accurate reflection of the discussions that had taken place.</p>	
3.	<p>Finance – update</p> <p>Henry Nicholson (HN) joined the meeting to provide an update on the Finance situation.</p> <p>Income in line with budget but it should be noted that clawback is likely before the end of the year (note potential clawback for lower student numbers than target).</p> <p>Staff costs are lower than budget due to actual heads being around 30 less than budget. Budget assumed higher student numbers.</p>	

Item		ACTION
	<p>Non-staff cost budget assumed being out of lockdown. However, not being completely out of lockdown has kept non-staff spend low and in line with 20/21.</p> <p>If headcount remains in line with lower student numbers and non-staff costs don't accelerate then we have a chance to breakeven after clawback</p> <p>WF queried if the College was projected to make a profit. HN said the projection was for break even on an AOP basis. The requirement was for the College to have an AOP of zero.</p> <p>JE queried the position on travel, as this was previously one of the bigger non-staff costs, and were the College going to resume travel. She also queried what the College's ongoing business was going to be in China given China's refusal to condemn the current war in Ukraine.</p> <p>In regard to general travel, MC said the College was beginning to see some travel this year eg CMS going to conferences, which were now in-person. It was not possible to project how far that would go at this time. However, for the remainder of this year there would be some, but limited, travel. In terms of JE's China question, MC was not able to provide a definitive answer at the current time but, as things became clearer, those were the kind of discussions that would take place.</p> <p>JE queried if the College could confirm that it would not be taking on any more work in China. JE said she wanted it noting the union's concern with the College's ongoing business with China in regard to the Ukrainian situation.</p> <p>MC said SMT were very conscious of the issues.</p> <p>KFL thanked HN and he left the meeting.</p>	
<p>4.</p>	<p>Review of Actions / Matters arising not included elsewhere on the Agenda</p> <p><u>External Consultancy Costs</u> In terms of the action from the last meeting for IW to provide external consultancy costs, KFL said she would ask IW to provide an update on this for the next JNC meeting.</p> <p>Action: KFL to ask IW to provide an update on the external consultancy costs for the next JNC meeting.</p> <p>4.1 <u>Additional Closure Days: issue re Part-time staff – update on action</u></p>	<p>KFL, IW</p>

Item		ACTION
	<p>KFL provided a background update to this item.</p> <p>JE said the original issue was that these staff could not have come into work because the College was closed. However, JE advised that none of the staff had come back to her about this and she suggested that this item could now be closed and that the item could be removed from the agenda.</p> <p>KFL confirmed that when the information was circulated to staff they were advised that if their pro-rata'd entitlement did not equate to the amount of time the College was closed, then they would be required to pay the time back and that position from the College's perspective had not changed. However, KFL said if the same situation arose again, she would ensure that this was made explicitly clear to staff.</p> <p>4.2 <u>Right to be Accompanied – update on action</u></p> <p>KFL said this item was not in relation to the statutory right to be accompanied, but was in relation to those staff who were witnesses and whether they had the right to be accompanied. There was no right in law that provided witnesses with a legal right to be accompanied. KFL said that JE had raised this matter as Unison believed these staff did have the right to be accompanied. However, if someone, who was a witness, asked to be accompanied, then the request would be given due consideration.</p> <p>JE said she had written to Unison members yesterday to indicate they must ask to be accompanied and that they should always ask 100% of the time.</p> <p>4.3 <u>Staff Governance Code Proposal – update on action</u></p> <p>KFL advised this was something that still required to be dealt with from 2021. She asked CSW to organise a J-JNC to discuss this matter.</p> <p>Action: CSW to organise a Joint JNC for the consultation on the Staff Governance Code proposal.</p>	CSW
5.	<p>HR Statistics & Updates (Paper 2)</p> <p>KFL reviewed paper 2 with JNC members.</p> <p>It showed a significant increase in sickness absence in all areas of the College. The figures were likely to be similar to those in 2019 and the majority of the absence was long term.</p> <p>KFL referred to the note in this paper regarding trigger points and said that she was proposing to reduce the number of trigger points</p>	

Item		ACTION
	<p>to 3 in 6 months. This was to ensure that line managers had conversations with their staff where there started to be a number of shorter periods of absence.</p> <p>JE said Unison’s position was that trigger points had the potential to be discriminatory, particularly in relation to those who may have a disability. Unison opposed trigger points, and a reduction in trigger points, and said this was a Management role and not required. JE also said that there was not currently an EIA in place with regard to the trigger points.</p>	
<p>6.</p>	<p>TOIL Guidelines – update</p> <p>6.1 <u>Unison/EIS Meeting Feedback</u></p> <p>In regard to the action from the previous meeting, JE said she had not yet had the opportunity to speak with EIS regarding TOIL guidelines and asked for this item to be carried forward to the next meeting.</p> <p>KFL highlighted that the College did not currently have any formal TOIL Guidelines in place and there was a concern over the lack of guidelines and the effect on the wellbeing of staff that this might have. KFL said she would appreciate union feedback as soon as possible.</p> <p>Action: Unison to feedback to KFL on their meeting with EIS, regarding TOIL Guidelines, before the next JNC.</p>	<p>Unison Reprs</p>
<p>7.</p>	<p>Facilities Time</p> <p>7.1 <u>College Unison Reprs to discuss Management’s Facility Time proposal with their Branch and to feedback to Management.</u></p> <p><u>Upon receipt of that feedback, Management to review their proposal and discuss further with Unison at the next JNC meeting.</u></p> <p>KFL said she noted the feedback received from Unison, which was that each Rep should be provided with 7 hours facility time per week.</p> <p>MC advised that SMT had reflected on this request and, while Unison’s position on this was noted, Management did not intend to move on their position.</p> <p>JE said that Unison Reprs were now in a position of having to start refusing meetings, or to represent people, as they did not have time. JE said Unison were telling Management that they needed proper Facilities Time in order to conduct their industrial relations duties.</p>	

Item	ACTION
<p>JE wanted it minuted that Unison’s position was per the national position, of 7 hours per week per Rep, and without that they were not able to engage in industrial relations and provide to support to staff, in what was a public funded, public sector, employer.</p> <p>KFL advised she noted Unison’s position on that.</p> <p>In relation to KFL’s comment on noting Unison’s position regarding the triggers and Facility Time, JE queried what Management meant by that statement and what that meant for moving anything forward. If there was no forward movement, how was that fixing anything.</p> <p>In reference to the triggers, KFL said she had heard Unison’s viewpoint and would also be seeking the viewpoint of EIS and, having completed that review, if Management changed the policy, then it would be brought back to the JNCs for consultation. This was about asking the question and formally noting Unison’s comments in terms of that.</p> <p>In terms of the Facility Time, KFL said Management had put forward a proposal and Unison had reviewed that proposal and returned with a different suggestion. That had been considered by Management and their response was that the Management position was not going to be moved. In terms of Facility Time, that was a Management based decision as set out in the legislation. Management were, therefore, noting Unison’s position on this, but the Facility Time would remain at 7 hours in total for the Unison Reps.</p> <p>JE referred to the RPA and queried which RPA KFL was referring to.</p> <p>KFL said it was the local RPA she was referring to, which also referred to what Management would consider “reasonable”.</p> <p>There followed a detailed discussion between Unison and Management on the provision of Facilities Time and the definition of what was considered “a reasonable amount of time”. Unison’s position being that they were advising Management that they could not carry out their duties with the current Facilities Time, which would mean the time they had was “unreasonable”. Management’s position was they considered the amount of time currently provided as being reasonable. Unison said that Management had a ‘duty of care’ to its employees and requested that Management review this again. Unison said that Management’s “unreasonableness” was a breach of the RPA. Management pointed out that the key word in all of the legislation was “reasonable” and that seemed to be in contention, as this could have different meanings to different people.</p> <p>MC said she noted Unison’s points and agreed to review this again, but she saw no reason to change it.</p>	

Item		ACTION
	<p>KFL said it would be useful if TU reps could provide her with a note of their duties and hours from August 2021 to the end of February 2022, as this would be helpful to ensure that any decision made is considered appropriately.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Unison Reps to provide Management with a breakdown of their work, per the usual annual return to Management, but for the period between August 2021 – February 2022 then • Management to review Facilities Time allowance again. <p>7.2 <u>Unison to notify KFL if they recruit any new Reps and what, if any, particular roles they might hold.</u></p> <p>KFL was aware that this was ongoing and that Unison would advise her of any new Reps and their roles in due course. KFL said this item should now be removed from the agenda going forward.</p> <p>JE said that the new Reps would be notified after the AGM, which was 31st March, as they had to be ratified there first.</p> <p>JE there will be a long lead-in time for new Reps as they would need to undertake training and mentoring and they would not be able to undertake any casework until they had been approved by the Union. The burden of personal casework would continue to remain with the current Reps.</p> <p>In regard to which Reps would attend specific College committees, JE said that they would not be able to provide this information, it would be the case that Unison would send a Rep.</p> <p>KFL said this action was more about if Unison had Reps for specific union roles eg Health & Safety.</p> <p>JE confirmed that all Unison Local Stewards were accredited Safety Reps, once they had completed their training. There were also Reps that were Safety Reps only, Union Learning Reps and Workplace Contacts, all of whom did not carry out any casework, or negotiating roles.</p> <p>Agreed: This item to be removed from the agenda going forward.</p>	<p>Unison Reps SMT</p>
<p>8.</p>	<p>Staff Engagement Group – update</p> <p>8.1 <u>KFL to send Unison Reps a copy of the committees at which Unison was represented.</u></p> <p>KFL confirmed she had completed this action.</p>	

Item		ACTION
8.2	<p><u>Unison to advise which committees the remaining Reps would attend.</u></p> <p>KFL asked Unison to confirm if they wish to remain on all of these committees.</p>	
9.	<p>Health and Wellbeing Group (HWBG) – update</p> <p>KFL provided some background to the formation of the HWBG, which came about after the 2021 Stress Survey. A proposal had been submitted to the recent HSC to change the remit of the HWBG to remove the ‘stress’ specific actions. A separate sub-committee of the HSC would then be formed to purely focus on ‘stress’. However, the HWBG was recognised as having a valuable place within the College and so that group would remain and focus on the “softer side” of health and wellbeing. KFL had proposed that the new HWBG would report into the Staff Engagement Group, rather than HSC. This proposal had gone to members of the HSC for comment and feedback and KFL expected the outcomes of this by next Monday (7th).</p> <p>The new ToR for the proposed HWBG, and the proposed stress HSC sub-committee, had also been circulated to HSC members for their review and feedback.</p> <p>There followed a detailed discussion regarding the legal regulations which covered Health and Safety committees and whether or not formal sub-committees of these statutory H&S committees had any legal standing. JE felt that having sub-committees of the HSC, that did not report back to HSC, should not happen. It was debatable if the regulations that governed the HSC allowed for the College to side-line some issues. However, for expediency, if there was a sub-committee looking at stress, and providing it reported back to the full HSC, it was debatable whether or not that was a problem.</p> <p>KFL wanted to clarify that the new ‘Stress Management Group’ which was being proposed, would be a formal sub-committee of the full HSC, so it would report to HSC.</p> <p>JE referred back to the H&S Regulations whereby the HSC had to be the place where the Health, Safety and Welfare of staff were discussed. JE said in regard to the HWBG, as it would be making recommendations, and was carrying out work that would affect the Health, Safety and Welfare of staff, it should not report into the Staff Engagement Group. This group had to report into the HSC. If the decision was to have two sub-committees then they would both need to be sub-committees of the main HSC, where they would report into.</p>	

Item		ACTION
10.	<p>To summarise what JE had said, KFL queried that her contention was not about the HWBG existing, it was about which committee this group would report into.</p> <p>JE confirmed that was the case.</p> <p>There then followed a further detailed and lengthy discussion about the outcomes from the HWBG and also the reporting route for this group.</p> <p>KFL said she would will collate the feedback and would circulate the results to HSC next week.</p> <p>COVID-19 – update</p> <p>JE said she it was quite concerning to see the large numbers of absences in the last few updates sent out.</p> <p>JE wanted it noting that Unison were deeply disturbed about the unsatisfactory way in which the phased return consultations had taken place and the RA not being amended properly.</p> <p>Also, in regard to the reminder to staff to complete their updated DSE RA, JE said this should have been carried out in advance of people returning to work.</p> <p>The return to work was not a consultation and a decision had already been made and there was no opportunity for TUs to change, or influence, Management decisions and this was not in the spirit of consultation.</p> <p>KFL noted that there were varying instances of people catching COVID, but it was not necessarily that they caught COVID at the College.</p> <p>10.1 <u>SMT to review their decision not to give staff a half day's leave on 22nd December.</u></p> <p>KFL advised that this item was now closed, as SMT had not allowed the extra half day.</p> <p>JE said it was hugely disappointing that this half day wasn't granted. Unison did put forward that this was a custom and practice matter, but was rejected and Unison thought this should be factored in for future years.</p>	
11.	<p>Policy & Procedures Approval</p> <p>None for this meeting.</p>	

Item		ACTION
	<p>11.1 <u>KFL and JE to review the College RPA and NRPA to confirm which areas could be reviewed by the College.</u></p> <p>KFL confirmed that a proposal for any areas to be reviewed would go to local TU Reps, then they would submit it to the local branch, in terms of their view on whether the College could make any amendments.</p> <p>JE said that the College should not be amending anything that was in the NRPA.</p> <p>KFL said that this was not about anything contained in the national agreements, this was about local agreements which, because the NRPA had not been issued, would need to be amended.</p>	
<p>12.</p>	<p>Voluntary Severance + update on action</p> <p>In reference to the VS applications, KFL said that this discussion between KFL and Unison was ongoing.</p> <p>JE felt that this type of meeting, held outwith the normal JNC, should be avoided. If the JNC meetings were not long enough to discuss all pertinent business, then the length of time allowed for the JNC meetings should be longer. JE said she was starting to become uncomfortable with these “side conversations”.</p> <p>JE also referred to her concerns, which she had raised previously, regarding the remit of the Staff Engagement Group (SFEG) and tweaking the ToR to try and make it look like it was not a consultative body was not good enough. These side conversations, particularly around such matters, should be discussed in the proper forum of a JNC, rather than side conversations. Anything that needed to be discussed, and a decision arrived at, needed to be discussed via the proper forums. Also, JE noted that no minutes of these side meetings were taken to ensure there was a record of any decisions.</p> <p>In reference to the SFEG, KFL said this committee had representation on it from both Trade Unions (TU) and both TUs were involved in the discussions about the changes to the ToR and were in agreement with these changes. Unions were, therefore, consulted and involved in these changes. However, if JE wanted this reviewed, KFL suggested JE asked for this to be added to the agenda for the next SFEG meeting.</p> <p>There followed a lengthy discussion between JE and KFL regarding the definition of this group and the approach taken, and whether or not it was a consultation forum, which JE felt it was and KFL said it was clear it was not. KFL reiterated that Unison Reps were</p>	

Item	ACTION
<p>members of this group and they were able to raise any concerns with this group at these committee meetings. KFL said that this was a group where feedback from staff could be gathered and this group had existed in the College for a number of years and this committee provided a route for communicating with all staff across the College.</p> <p>JE said that Unison wished to register a 'failure to agree' with the Staff Engagement Group as a consultative body.</p> <p>KFL reiterated that she noted Unison's position with regard to the SFEG.</p> <p><u>Update on VS</u></p> <p>MC indicated that the College had the availability to use VS up to the end of July 2022. In terms of next year, the baseline numbers were not yet known and the SFC had already suggested that this year's finishing figures in terms of credits, which the College were currently down on numbers, could be the College's permanent credits for next year and going forward. However, there was no clarity on that position yet from SFC, so SMT had been having some thought about VS going forward, as to whether or not the scheme should be re-opened between now and the end of July, or whether the College should apply for a continuation of the scheme.</p> <p>JE said that Unison's national position was that they were opposed to any redundancies. JE's concern was how this was managed in terms of Organisational Change (OC) and where the tipping point was for when an individual request for VS ceased to be an individual request and became a team issue. Unison's contention was that an OC Process this should be done at the start of the VS process. If someone was going to leave a post and that left the team one person short, that would be an OC question as far as Unison were concerned. What Unison were asking was that it would need to be made clear to anyone asking for VS, that this could become an OC issue, at the point of which their application was being considered.</p> <p>MC said that SMT had not yet decided as to whether or not to top up VS, but she noted JE's comments in respect of that.</p> <p>WF queried if there would be consultation with teams if they could see a change in how they could deliver their services, or would this be a management review.</p> <p>KFL said that in terms of VS it was for individuals to approach KFL and then there was a process for her to consult with the individual's line manager, thereafter the request was submitted SMT. In reference to the query about OC from JE, in regard to at what point OC starts, or whether it does commence, no decision had been</p>	

Item		ACTION
	<p>made about this yet and these issues, and the re-opening of the VS scheme, would go to JNCs to be consulted on.</p> <p>WF said he would be concerned about further cuts, as he felt areas were already cut to the bone and Management had already re-structured as much as they could. He felt that the human resources in the College were already being overworked and did not think they could be cut any further. WF felt that there would not, therefore, be many VS applications and he was concerned that the next route for Management would be for compulsory redundancies.</p> <p>MC said that it had been found that people did apply for VS at different stages, as it was often dependent on time, age, access to pension etc. However, MC agreed with WF that there might not be much capacity in the College for VS, but Management would want to avoid compulsory redundancies.</p>	
13.	<p>Unison Items:</p> <p>13.1 <u>Consultation</u></p> <p>JE noted that this item had already been covered. However, she felt there needed to be a review of how the College carried out consultation and this review should be based on the principles of 'fair work'. The 'fair work' principles needed to be embedded in everything within the organisation and suggested that it might be a good option to form a SLWG to review this.</p> <p>13.2 <u>HR Performance</u></p> <p>JE said she and KFL had discussed this and she believed that the HR team was under resourced and, as a result, she was concerned about the HR response time to queries etc.</p> <p>13.3 <u>Part-time staff pay and holiday calculation (post 2016)</u></p> <p>JE said this related to a long term issue.</p> <p>KFL said that she had reviewed this and a paper was being produced in response to what JE had shared with HR. However, KFL said she believed the calculations had been carried out correctly and, when the paper was completed, she would meet with JE to go through it and, thereafter, take this matter to the JNC.</p> <p>13.4 <u>Wellbeing Days</u></p> <p>JE said this was a discussion that was being carried out nationally, but believed it was part of the pay negotiations request that Unison had submitted. JE noted that many Colleges already provided staff with Wellbeing Days.</p>	

Item		ACTION
	<p>KFL said that the College did not have Wellbeing Days, but noted this was part of the pay negotiations and would wait to hear from the unions in respect of these negotiations.</p> <p>13.5 <u>Hybrid/Agile Working</u></p> <p>JE said this was also something that was being discussed at national level and felt the College should also be considering and perhaps should have been considered as part of the phased return. JE felt this should be something that was kept on the agenda for the future.</p> <p>KFL said a national group was looking at this and the College would wait to see what the outcomes were from this. However, it had already been agreed to form a SLWG to review this and the first meeting of this group had now been arranged.</p> <p>13.6 <u>Fair Work – SLWG</u></p> <p>JE said that from a trade union point of view they would expect, particularly in publicly funded bodies, that Fair Work was embedded in everything.</p> <p>KFL said that there was a national Fair Work Group which was reviewing this nationally and the College would await the outcome of this review.</p>	
14.	<p>AOCB</p> <p>None for this meeting.</p>	
15.	<p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • Thursday 2 June 2022 <p>All meetings are on Thursdays, 1.30pm – 3.00pm</p>	
	<p>Meeting End Time</p> <p>The meeting concluded at 14.58.</p>	

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DRAFT

PERTH COLLEGE UHI

JNC : Lecturers

Note of Meeting held on Thursday 3 March 2022
3.00pm, By Microsoft Teams VC

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

Academic Staff Representatives

Sara O'Hagan (SOH), EIS-FELA
Scott Innes (SI), EIS-FELA

Apologies: Lorenz Cairns (LC), Depute Principal Academic

In Attendance: Catherine Etri (CE), Associate Principal Academic
Henry Nicholson (HN), Finance – for item 3 only

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
5.	<p>Review of Actions / Matters Arising not included elsewhere on the Agenda:</p> <p>5.1 <u>Staff Governance Code</u></p> <ul style="list-style-type: none"> CSW to arrange a joint JNC meeting to discuss Staff Governance Code. <p>5.3 <u>Leisure Tutors</u></p> <ul style="list-style-type: none"> CSW to organise a JNC with EIS to discuss the Leisure Tutors. 	<p>Carolyn Sweeney-Wilson</p> <p>Carolyn Sweeney-Wilson</p>	<p>Action completed</p> <p>Action completed</p>
6.	<p>HR Statistics & Updates</p> <ul style="list-style-type: none"> EIS to discuss the change in sickness absence trigger points with their branch and feedback to KFL. 	EIS Reps	02/06/2022

Summary of Action Items

Ref	Action	Responsibility	Timeline
7.	<p>Policies and Procedures Approval</p> <ul style="list-style-type: none"> EIS to seek the opinion of the EIS Area Officer of local changes being made to College policies and procedures, in the interim, until the NJNC policies/procedures were updated. EIS to feedback to KFL. 	EIS Reps	02/06/2022
8.	<p>COVID-19 - updates</p> <p>8.2 <u>Return to Campus</u></p> <ul style="list-style-type: none"> KFL to issue a communication to staff about the availability of rooms for online teaching delivery and also with regard to speaking with KFL, if staff did not want to share intimate details with their line manager in relation to the reason for their flexible working request. KFL said she would circulate this draft communication to EIS in advance. 	Katy Lees	02/06/2022
11.	<p>EIS Items</p> <p>11.2 <u>Facilities Time</u></p> <ul style="list-style-type: none"> EIS Reps to provide SMT with a breakdown of their trade union duties and time spent on these duties, for SMT to review against the current Facilities Time allocation. <p>11.5 <u>APD</u></p> <ul style="list-style-type: none"> KFL to arrange a meeting with EIS Reps to discuss APD. The outcome of this meeting to be included in the Timetabling Protocols. A monthly catch-up meeting to be diarised for KFL with EIS Reps. <p>11.6 <u>College Calendar – review of AY21-22 & AY22-23</u></p> <ul style="list-style-type: none"> SI to send CSW a note of all the dates he was querying. SMT to discuss moving the August Staff Conference Date. SMT to discuss the timing and flexibility of the two additional Academic holiday dates. 	<p>EIS Reps</p> <p>Katy Lees</p> <p>Katy Lees</p> <p>Katy Lees</p> <p>Scott Innes</p> <p>SMT</p> <p>SMT</p>	<p>02/06/2022</p> <p>02/06/2022</p> <p>02/06/2022</p> <p>02/06/2022</p> <p>02/06/2022</p> <p>02/06/2022</p> <p>02/06/2022</p>

Summary of Action Items

Ref	Action	Responsibility	Timeline
	<ul style="list-style-type: none"> SMT to confirm all the dates in the next Staff Update – date for August Staff Conference, dates for Christmas, two additional Academic staff holidays. 	SMT	02/06/2022

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>KFL welcomed everyone to the JNC for Lecturers meeting. In particular she welcomed Henry Nicholson (HN), who was attending on behalf of the Director of Finance, to provide the Finance update and Catherine Etri, who was attending on behalf of the Depute Principal Academic.</p> <p>Apologies were noted.</p>	
2.	<p>Finance Update</p> <p>HN advised the income at the 6 month stage was £13M. Staff costs were below the original budget, which was potentially due to lower student numbers. On the downside, there was the potential for clawback from SFC, which could amount to £1.8M for the full year. The AOP was potentially going to be break even for the full year, in light of that.</p> <p>SOH said this seemed to be a slightly better position than the College had been in previously and if the finances got to a break even position that would be positive. With the flat cash position, SOH queried if the College was likely to be back to the position of a cycle of trying to do more for less.</p> <p>HN said there would be challenges for next year and there were a lot of discussions ongoing as to what the financial position would look like.</p> <p>MC said that the last she had heard from SFC was that they were talking about a potential average uplift of 1%. Potentially it was not flat cash, but Colleges still did not know what that actually meant and what that would look like, but it was not likely to be good next year. One of biggest threats for UHI would be under delivery this</p>	

Item		ACTION
	<p>year, which would then be taken as the starting position for next year. This would be the case for all Scottish Colleges and, for most Colleges, this under delivery would have financial consequences.</p> <p>KFL thanked HN for his input and he then left the meeting.</p>	
3.	<p>Additions to the Agenda for AOCB</p> <p>Flexible Working Requests – EIS TQFE – EIS</p>	
4.	<p>Minute of Previous Meeting</p> <p>The minute of the meeting held on 3 February 2021, which had been previously circulated, was approved as an accurate reflection of the discussions that had taken place.</p>	
5.	<p>Review of Actions / Matters Arising not included elsewhere on the Agenda</p> <p>5.1 <u>Staff Governance Code</u></p> <p>KFL advised this meeting was still to be arranged.</p> <p>Action: CSW to arrange a joint JNC meeting to discuss Staff Governance Code.</p> <p>5.2 <u>GTCS/TQFE Update</u></p> <p>KFL advised she had send a draft communication to EIS and which would hopefully be issued to all academic staff tomorrow (4th), in terms of the deduction at source payment for GTCS. She did not have clarity on those individual staff who were already members of GTCS, and made their payment by direct debit to GTCS, which KFL was concerned might mean staff were paying their registration fee twice. KFL said she would be checking on this to clarify that situation.</p> <p>KFL said she was expecting a list of members from GTCS in order to make the fee deduction from salaries in April.</p> <p>5.3 <u>Leisure Tutors</u></p> <p>KFL indicated this was still an outstanding action and a JNC was to be arranged.</p> <p>Action: CSW to organise a JNC with EIS to discuss the Leisure Tutors.</p>	<p>CSW</p> <p>CSW</p>

Item		ACTION
6.	<p>HR Statistics & Updates (Paper 2)</p> <p>KFL spoke to her paper and advised the absences covered the period from August to October 2021. KFL said most had been short term sickness such as cold and flu and the long term absences were being supported by HR.</p> <p>Absences were more in line with AY19-20 figures. Total sickness absence for the last 6 months nearly matched the total for AY19-20, but the majority of the absence was long term. However, short term absence was higher than KFL would like to see.</p> <p>KFL highlighted that she wanted to review the trigger points for absence and she was proposing to reduce the number to 3 in 6 months, rather than 6 in 12 months, as this would be a more supportive process.</p> <p>SOH said that, in principle, they understood the point, but as this was an all staff policy, EIS would want to be in line with Unison on this.</p> <p>At this point, KFL said she just wanted receive EIS's feedback on this and it would then return to JNCs for approval thereafter.</p> <p>SOH said she would want to consider this further and discuss this with the EIS branch before providing feedback.</p> <p>Action: EIS to discuss the change in sickness absence trigger points with their branch and feedback to KFL.</p>	EIS
7.	<p>Policies and Procedures Approval</p> <p>There were no policies and procedures for approval at this meeting.</p> <p>However, KFL said that if the College had a policy that was also covered by the NJNC, she asked EIS how they would like to work locally, if there were local adjustments that needed to be made.</p> <p>SOH said she was not sure how that would work from a national point of view. She said she would prefer to discuss this with the EIS Area Officer and then feedback to KFL.</p> <p>KFL said this would be an interim arrangement until national agreements were reached.</p> <p>Action: EIS to seek the opinion of the EIS Area Officer of local changes being made to College policies and procedures, in the interim, until the NJNC policies/procedures were updated. EIS to feedback to KFL.</p>	EIS

Item		ACTION
8.	<p data-bbox="300 266 603 300">COVID-19 - updates</p> <p data-bbox="300 338 1043 371">8.1 <u>Distance Awareness Scheme (Yellow Shield)</u></p> <p data-bbox="300 409 1267 555">KFL advised this was being taken forward by the Student Services Manager. There was a challenge to this as there was not a scheme that was fit for everyone and so investigations were taking place to find out what would be right for Perth College.</p> <p data-bbox="300 593 660 627">8.2 <u>Return to Campus</u></p> <p data-bbox="300 665 1235 846">SI said that a further issue had been raised in regard to staff who delivered totally online, and would remain delivering online, and what did these staff do if they returned to work on campus and if there was limited space for them to deliver their online classes, or they had to share a space with others.</p> <p data-bbox="300 884 1283 1211">SOH said it would be helpful to get some answers to queries on staff accommodation, online delivery and there were some other queries regarding retirement/voluntary redundancy etc. In terms of Flexible Working, members were wanting to know more about timescales and to understand GDPR issues for requests, when asking people to provide intimate details about themselves. It would be helpful to get a response to those original questions to provide feedback to members. There had been a mixed response from members to the phased return.</p> <p data-bbox="300 1249 1283 1688">CE said she was really concerned about which rooms were going to be available for those continuing to teach online and, as a result, a lot of work would need to take place to determine what the fit would be for students and staff. In regard to that, rooms had already been identified on the top floor of Goodlyburn (GB), previously used by UHI staff, and it was to be determined how the space could be better used. However, in the short term, between now and the end of Semester 2, CE said it was being investigated if the area could be made available and Estates and AV teams were exploring appropriate kit and what would be required for this area to make it available. CE said other rooms in GB and Brahan were being checked and made available to be used for staff teaching online.</p> <p data-bbox="300 1727 1251 1872">CE also noted that she had spoken to a number of staff who had returned to work on campus and, by today, as she had gone round the buildings, she had not encountered any major issues from staff and the position was much better than it had been.</p> <p data-bbox="300 1910 1283 2056">SI suggested that a further email be issued, before the 40% phase return started, to let staff know that there was a process ongoing in reference to CE's update on what she had been doing with regard to making rooms available for online teaching.</p>	

Item		ACTION
	<p>In reference to SOH’s email to KFL, KFL answered some of those queries, but said she would respond to her email as well.</p> <p>In regard to data protection issues re Flexible Working Requests, this was mainly about conversations with line managers. The forms were submitted to KFL and she said she rarely shared the detailed reasons with SMT, but would summarise it, for example as medical reasons. If staff were not comfortable sharing intimate details with their line manager, then KFL said they could speak to her.</p> <p>MC said discussions with staff would take place and, in reference to a further query from SOH, she said Flexible Working could also be a reasonable adjustment and the College would not be ridged about this.</p> <p>SOH asked for some information to be circulated to staff about this.</p> <p>Action: KFL to issue a communication to staff about the availability of rooms for online teaching delivery and also with regard to speaking with KFL, if staff did not want to share intimate details with their line manager in relation to the reason for their flexible working request. KFL said she would circulate this draft communication to EIS in advance.</p>	<p>KFL</p>
<p>9.</p>	<p>Voluntary Severance</p> <p>MC said that the College had permission to run VS until 31 July 2022. Conscious of the financial position going forward, MC said that SMT were considering opening VS up again. Going forward SMT would need to consider whether they would seek a further period for VS beyond 31 July.</p>	
<p>10.</p>	<p>Stress Survey and Health & Wellbeing Group</p> <p>KFL said the Stress Survey was reviewed by the Health & Safety Committee (HSC) meeting last week and the overall picture was slightly worse in some areas than the previous year’s survey. A proposal from this meeting was that the item on Stress would be removed from the remit of the Health & Wellbeing Group (HWBG), which was a formal sub-committee of the HSC. The proposal was then to create a new formal sub-committee of HSC, to focus solely on Stress issues. The focus of the HWBG would then change to looking at health and wellbeing and this committee would move to be under the Staff Engagement Group, as this area of focus would be more on the holistic side of health and wellbeing. KFL said she was waiting on feedback from HSC on this proposal.</p> <p>KFL said she was aiming to share actual results of the Stress Survey with all staff in the next few weeks.</p>	

Item		ACTION
	<p>SOH noted there was training on Stress Awareness, but felt this would be adding an extra burden on staff and queried the timing of this training.</p> <p>KFL said dates for this training had been scheduled up until June and dates would continue to be scheduled into the next year.</p>	
<p>11.</p>	<p>EIS Items:</p> <p><u>11.1 Consultation – definition and process</u></p> <p>SOH said EIS wanted to understand what both parties understood by consultation in terms of the definition and the process. It would be useful, perhaps jointly with Unison, for a discussion to take place on what the process of consultation was, particularly as union Reps sometimes felt what they were saying to Management was “falling on deaf ears”.</p> <p>MC said this was about managing expectations on all sides and it was about the definition of consultation and what that meant and would be happy to have a discussion about this at a joint JNC.</p> <p><u>11.2 Facilities Time</u></p> <p>SOH queried if there was any movement on Reps being allocated more Facilities Time.</p> <p>MC said that SMT were looking at 7 hours per week for Facilities Time. Unison had been asked to provide a more detailed note, over the last 6 months, of what work they had undertaken in terms of their trade union duties, to help SMT understand the workload.</p> <p>Action: EIS Reps to provide SMT with a breakdown of their trade union duties and time spent on these duties, for SMT to review against the current Facilities Time allocation.</p> <p><u>11.3 Phased Return/Hybrid/Agile Working</u></p> <p>SI queried what the process was for the longer term plans after the 6 week phased return of staff to working on campus.</p> <p>KFL said there were no further plans yet.</p> <p>CE said as far as the curriculum was concerned there was no plan to extend the requirement for on campus work beyond what had already been circulated.</p> <p><u>11.4 Recruitment – job descriptions & process</u></p>	<p>EIS, SMT</p>

Item		ACTION
	<p>SOH wanted to highlight she would like more information on the process for recruitment for internal and external staff, to ensure there was a fair and equitable process, which would be useful for SOH's and KFL's planned discussions on this item.</p> <p>KFL said she would welcome a conversation on this.</p> <p>11.5 <u>APD</u></p> <p>SOH said she was following-up on previous discussions on APD and they were now in the position of having to timetable staff as to what their APD was, compared to their teaching hours. SOH felt there were some issues that needed to be discussed for mainly fractional and part-time staff. SOH requested a meeting to specifically discuss APD, what it was and what could be worked out for staff.</p> <p>KFL agreed to arrange a meeting with SOH and SI.</p> <p>CE said that whatever the outcome from this meeting, it would be sensible to ensure it was included in the Timetabling Protocols.</p> <p>KFL said she had a monthly meeting with Unison to pick-up various matters such as this and she could do the same with EIS.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • KFL to arrange a meeting with EIS Reps to discuss APD. • The outcome of this meeting to be included in the Timetabling Protocols. • A monthly catch-up meeting to be diarised for KFL with EIS Reps. <p>11.6 <u>College Calendar – review of AY21-22 & AY22-23</u></p> <p>SI referred to the Jubilee holiday and wondered if this date had been circulated to staff.</p> <p>KFL advised this date had been notified to staff in the SMT Staff Update, although it had not yet been loaded onto CiPHR.</p> <p>SI referred to the AY22-23 calendar and the additional Academic staff holiday dates, which had previously been fixed dates in February. EIS said that some staff would prefer to take these two days at another time if they wished, business needs permitting.</p> <p>In terms of the Summer Holiday/October break, SI queried if the option for staff to return earlier and take an extra week in October would be offered again. He also noted that the calendar was showing 23rd December as a confirmed closure day, which made the holiday length 11 days. He asked if these points could be clearly communicated to staff.</p>	<p>KFL</p> <p>KFL</p> <p>KFL</p>

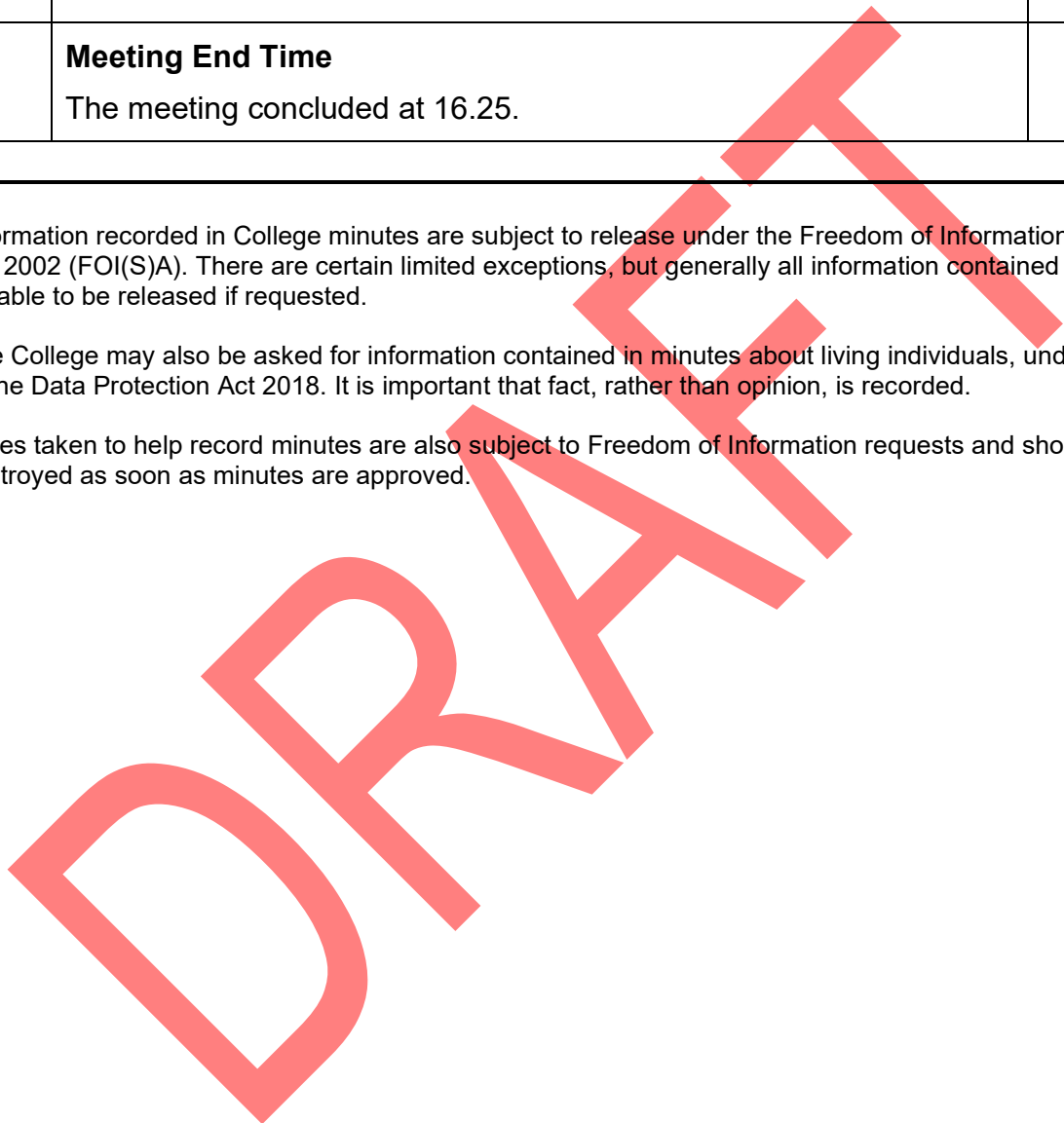
Item		ACTION
	<p>MC confirmed that SMT intended to offer that option to Academic staff again and confirmed the 11 days at Christmas. MC confirmed this would be reiterated in the next Staff Update.</p> <p>SI referred to the August Staff Conference Day and suggested avoiding Friday 19th, as this was the first date for the schools to be in College. He suggested Monday 22nd or Tuesday 23rd August instead.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • SI to send CSW a note of all the dates he was querying. • SMT to discuss moving the August Staff Conference Date. • SMT to discuss the timing and flexibility of the two additional Academic holiday dates. • SMT to confirm all the dates in the next Staff Update – date for August Staff Conference, dates for Christmas, two additional Academic staff holidays. 	<p>SI SMT SMT SMT</p>
<p>12.</p>	<p>AOCB</p> <p><u>Flexible Working Requests</u> SOH said this matter had mostly been addressed earlier in the meeting, but queried how long it would take to process a request for staff.</p> <p>KFL said what took the time was the individual submitting their request and having a conversation with their line manager. Once KFL received the request it was then submitted to SMT, who met fortnightly. It would, therefore, depend on when the request reached KFL. In total, KFL thought it would take approximately 3 weeks to process, after the request had initially been submitted to her.</p> <p><u>TQFE</u> SOH said she had received a query from a member of staff who would probably need to do TQFE, but they had been informed that if they did TQFE they would lose their teaching hours.</p> <p>KFL said she had not issued anything out to indicate that. If someone was undertaking TQFE they would receive 150 hours of remitted time, but she was not clear on what this member of staff had been told.</p> <p>SOH said she thought that if they received 150 hours remitted time, this would be clawed back from their teaching hours.</p> <p>MC said it would be important to get clarity on the question, and what someone was told, before this could be answered appropriately.</p>	

Item		ACTION
	SOH feels she had received enough information from KFL and MC during this discussion for her to be able to feedback to the member of staff concerned.	
13.	<p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • Thursday 2 June 2022 <p>All meetings are on Thursdays, 3.00pm – 4.30pm</p>	
	<p>Meeting End Time</p> <p>The meeting concluded at 16.25.</p>	

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Staff Engagement Group

Minutes

Date and time: Thursday 31 March 2022, 09.30am

Location: VC – Microsoft Teams

Members present: Lesley Sutherland (LS), Kathleen Connor (KC), Lee Dunn (LD), Richard Fyfe (RF), Kristine Walker (KW), Lorenz Cairns (LC), Jacqui Stewart (JS), Jane Edwards (JE), Mandy MacDonald (MM)

In Attendance: David Gourley (DG), for item 2 only

Apologies: Lynne Taylor (LT), Jacqui Allison (JA), Craig Lindsay (CL)

Chair: Katy Lees (KFL), Head of HR & OD

Note Taker: Carolyn Sweeney-Wilson

Summary of Action Items

Ref	Action	Responsibility	Timeline
2.	Staff Conference Days <ul style="list-style-type: none"> All members to feedback to their teams on the SCD item and email DG with any thoughts or comments. 	All Staff EG Members	13/02/2022
5.	Review of Actions and Matters arising from previous meeting, <u>that are not included elsewhere on the agenda:</u> <p>5.6 <u>Cash on Campus – LC to contact Aramark re possible cashback facility</u></p> <ul style="list-style-type: none"> LC to speak with Aramark again regarding the option of 'cashback' from tills was now viable. 	Lorenz Cairns	13/02/2022
7.	HR Update <p>7.1 <u>Induction</u></p> <ul style="list-style-type: none"> Committee members to review the Induction space on Brightspace and feedback any comments to JS. KFL to add 'Induction area on Brightspace' to the next JNC agenda. 	All Staff EG Members Katy Lees	13/02/2022 13/02/2022

Summary of Action Items

Ref	Action	Responsibility	Timeline
10.	Future Agenda Items		
	<ul style="list-style-type: none"> KFL to add Staff EG membership item to the next CDI agenda. 	Katy Lees	13/02/2022

Minutes

	Action
<p>1. Welcome and Apologies</p> <p>KFL welcomed everyone to the meeting.</p> <p>Apologies were noted.</p>	
<p>2. Staff Conference Days</p> <p>DG had jointed the meeting to discuss Staff Conference Days (SCD).</p> <p>DG said he would be looking at the format as a whole, not just the content, for moving forward and he wished to ascertain the opinion of Staff EG members - were they happy with the current format of 4 days per year; needed more or less days; how were the days meeting staff development needs. What did Staff EG members want SCDs for - development, updates from SMT/Sector, or combination of both etc.</p> <p>JE referred to the length of time allocated to this committee meeting, which was 2 hours, and asked for a future agenda item on this, as the JNCs, which were the formal consultation committees, were only allocated 1.5 hours.</p> <p>In relation to SCDs, JE felt more days were needed and in regard to the second question, she felt the content should be a combination. JE said there was good feedback on the last themed topic SCD. However, one of the ongoing complaints received from TU members was that they did not have enough time to carry out CPD. JE noted that the CPD policy provided for 6 days CPD per year for staff. In reference to the Stress Survey results, JE suggested that wellbeing time also be factored into the SCDs. In terms of the number of days, she felt it would be better to have an additional 3 days dedicated to CPD. That would underpin the requirement to have 6 days CPD per year.</p>	

	Action
<p>KW said that the staff she had spoken with felt the SCDs were not being utilised effectively and some staff felt more CPD should be built into these days. She also noted that some staff were not able to attend the SCDs, due to their working pattern, and asked for a review of the actual days when they were held on. KW felt there should be a SCD for networking, a type of 'speed meeting' format. A protected day for Wellbeing, CPD etc would also be good.</p> <p>For the Nursery Team, LD said the SCDs were valuable time to train and update as a team. Due to the number of hours Nursery staff were required to maintain for training, it was difficult to fit this in at other times, hence why the SCDs were valuable time. It provided them with time to bring in professionals to speak to the Nursery staff and for this to be done with the team as a whole. Increasing the number of hours would be a challenge for the Nursery staff. However, overall, the days were good opportunities to meet colleagues and discuss things as a whole staff.</p> <p>DG agreed that additional days would be a trade-off, as it would take staff away from teaching time etc.</p> <p>Action: All members to feedback to their teams on the SCD item and email DG with any thoughts or comments.</p> <p>DG thanked everyone for their input and then left the meeting.</p>	<p>All</p>
<p>3. Additions to the Agenda for AOCB</p> <p>JE - Length of time for this meeting, in comparison to that which was allocated to the JNC meetings.</p>	
<p>4. Minutes of Previous Meeting</p> <p>The minutes of the previous meeting, held on 13 January 2021, were approved as an accurate reflection of the discussions that had taken place.</p>	
<p>5. Matters arising not included elsewhere on the agenda / review of actions from previous meeting:</p> <p>5.2 Future agenda items – ALL to email KFL/TG with suggestions for items.</p> <p>KFL reminded everyone if they wanted to raise anything for the agenda, to let her or TG know.</p> <p>JE reminded group members that, for TU members, any procedural, or practice changes, could also be channelled through the JNC.</p>	

Action

- 5.3 Good news story on generation of pupils being taught by JA. TG to contact Marketing to write a story.

There was no update on this item for today's meeting.

- 5.4 QR code for appointment booking. KW to circulate.

KW advised the QR code was taking people into the College website and the team were trying to get that changed. However, in the meantime, the SM for SLLE had circulated an email advising people that the team were back on campus and which times they would be available on campus. The QR code needed to be changed to make it easier for students and ensure they were getting more direct access into the appointment booking option.

- 5.6 Cash on Campus – LC to contact Aramark re possible cashback facility.

LC indicated that, unfortunately, Aramark had advised they could not provide cashback from the tills, as they were not taking in enough money to do this.

In terms of the cashpoint machines, this involved the same problem, that there were not enough withdrawals coming out of the machines, hence why they had been withdrawn by the company that supplied them. If the College wished to maintain this facility, certain guarantees would need to be provided by the College as to the level of withdrawals. If that level was not met, then the College would incur larger charges.

In reference to a query by JE, as to whether the cashpoint machines were provided by a third party company or a bank, LC confirmed it was a third party company that provided the machines, which the company needed them to run at a profit. LC said the banks were also reticent to install a cashpoint, as they were not used enough. The College was still investigating whether they could get any other company to provide the machines.

As LC spoke with Aramark some time ago, he offered to speak with them again, about the option of 'cashback' from tills, but he did not think they would change their decision, due to not enough money going through the tills.

Action: LC to speak with Aramark again regarding the option of 'cashback' from tills was now viable.

LC**6. Covid-19 Update**

LC advised that the update yesterday from the Scottish Government (SG) appeared to indicate that if people had

Action

symptoms of COVID, then they would no longer be able to get tested, as the SG would no longer be providing this facility. If people had symptoms then it would be their choice whether or not to be off sick, much like people would if they had flu.

The legal requirement for face masks would appear to be ending on 18th April. Thereafter, this would become guidance and if people wanted, through personal choice, to continue wearing a mask, or a yellow shield, then people could do so. From the College perspective, there was no legal requirement, after this date, but SMT would continue to update the College guidance accordingly if there were further changes to that.

LD queried if there would be provision of masks, or cleansing materials, supplied by the College after this date. LD was concerned that if this had to be supplied from departmental budgets, this would impact on what other areas that money could have been spent on.

LC said the legal requirement for face masks would finish on the 18th, so there would be no legal requirement for any departments to supply these items. However, he did indicate that the College would continue to provide sanitiser. Discussions had taken place at CRG and various things had been agreed, which had then been circulated to staff. With regard to masks, the College would continue to provide these while stocks lasted.

KFL clarified that if the legal requirement for the Nursery was different, then the College would make sure it complied with this. In terms of LFD tests, after the 18th the College would be required to return any supplies it had in stock.

There followed a further discussion about the general Nursery Risk Assessment, general hygiene review and which budget the cost of supply for the sanitiser would come from. KFL confirmed that once the COVID restrictions had been removed, then the COVID budget would not continue. Everything budgetary-wise would return to normal and if the Nursery wished to provide additional sanitisers, even though this would not be a legal requirement, then this cost would need to come from their budget. LC said that if this was a concern for the Nursery, then the Nursery Manager should discuss this with their line manager, to ensure this matter was resolved.

KFL advised that as the College had been following the SG guidance, it would continue to do so, notifying staff of any changes.

7. HR Update

7.1 Induction

Action

JS updated the group on the work carried out on Induction materials held on Brightspace. JS shared her screen showing the Brightspace area for the Induction Programme and spoke to the changes instigated.

JS asked if members could review the area on Brightspace and provide any feedback on their thoughts on what was there and if they felt there should be any further additions/amendments.

JE queried why this Induction area had not been shared with TUs and asked when that would be done. She also queried if the site had been Equality Impact Assessed in terms of accessibility.

KFL advised this site had been in place for a number of months and information had been circulated to staff about this. In terms of accessibility, this was carried out by DG and his team as the information was uploaded to Brightspace.

JE queried how staff such as cleaners, or people on zero hours contracts, ensure they would be able to access Brightspace. JE requested that this item be added to the next JNC agenda.

KFL explained how the process of accessing Brightspace worked, but also advised that it was for line managers to have individual conversations with staff, at the point of Induction, about this facility.

There followed a detailed discussion about where the EIA for this was held; TU concerns, particularly for people who did not have English as a first language, or people who were visually impaired. That Brightspace had been working well in terms of accessibility systems on a number of levels for some time and KFL noted that no-one had flagged-up an issue where they required additional support, or the text converting to a different language, which would be done if required.

There was a query about whether face-to-face Induction meetings, for groups of new staff would be resumed and it was noted that this was beneficial for new starts to all meet together. It was noted that managers had been continuing with individual Inductions, but that HR had not run a co-ordinated Induction Day since the pandemic commenced. There were some suggestions made about moving co-ordinated Inductions to an online meeting; moving Induction to Teams; that PowerPoint presentations, or videos, from key areas and people could be added to this site to make new staff more welcome and that this would be more accessible and inclusive going forward.

Actions:

- Committee members to review the Induction space on Brightspace and feedback any comments to JS.

All

- KFL to add 'Induction area on Brightspace' to the next JNC agenda.

JS left the meeting at this point.

7.2 General Update

KFL gave a brief HR update and indicated that there continued to be quite a bit of recruitment ongoing across the College.

In terms of the pay awards, these had not been agreed at the national level and continued to be under negotiation.

Action
KFL

8. National Job Evaluation Project

KFL invited JE to give an update on this item, as she was a member of this Project.

JE confirmed the Project was continuing. The current position was that all of the roles submitted from September 2018 had been first and second scored and were now undergoing an equality exercise. The roles were different in different Colleges, but there were some broad families and that was why there was an equality exercise ongoing for this. The hope was for this to be completed and for staff to have the money in salaries by March 2023. JE said this would be a tall order, as not all the roles had been returned to Colleges yet. The pay and grading exercise would be the next part of the process. Individuals would be provided with details of the scoring/grading and they would then have the opportunity to appeal this. JE noted that only the roles that were from September 2018 had been scored. Currently, discussions were underway about how to deal with any roles that had evolved, or were new, since then and that amounted to approximately the same number again as was originally submitted in 2018.

9. Health & Wellbeing Group & Stress Management Group– Update

MM provided an update on the Health & Wellbeing Group (HWG). ASW were going to be running a number of sessions for Stress Awareness month and information on these was available online. These would be free to staff to take part.

KFL gave background to the change in remit for the HWG with the shift in focus to the more holistic aspects of wellbeing. Further to the recent Stress Survey it had been decided to form a group specifically to focus on stress and a Stress Management Group (SMG) had now been formed to take actions forward in relation to stress.

Action

KFL advised that both the HWG and SMG would meet bi-monthly.

10. Future Agenda Items

KFL noted that no items had been submitted, but asked group members to continue to think about any items they would wish to discuss.

JE commented that the membership of this group seemed heavily weighted towards the support staff.

KFL said it was meant to be 50-50 support staff/academic staff. However, due to a number of people leaving she would be reviewing the membership in order to strengthen it. KFL said she would add this item to the next CDI agenda so she could raise the matter at this wider management group of the College.

Action: KFL to add Staff EG membership item to the next CDI agenda.

KFL

11. Group Member Updates

(any other updates not included elsewhere on the Agenda)

KW – The Team were very busy and were seeing larger numbers of students, both online and face-to-face, although staff continued to see students mostly online. The Learning Mentors were in classes and busy.

LS – Student Records were busy with a few new developments, including a course development framework tool - a student intern was helping to develop this. January starts were now mostly enrolled on the system. In terms of VC timetabling, now that everything had moved online, UHI were investigating how to develop that going forward and incorporate the new ways of learning and working.

LD – This had been a very busy period in the Nursery. The Interim Manager had been really good and staff felt happy and supported; they were utilising some College departments to give children valuable experience; they had also been funded for hedging and fruit trees, bushes/shrubs that could grow in the Nursery and were hoping to get these planted soon, with the help of the Horticulture Department. A Literacy programme, funded by PKC, had also commenced.

KC – It had been very busy in the Library with lots of enquiries. They were also getting a new Library Management System and staff had to conduct a data clean-up and migration for this, which was on target; hours were open as normal, but closed Monday/Tuesday, although the ASW room was available. The



Action

Careers Team were delivering online workshops and Business Gateway had provided sessions for anyone thinking of becoming self-employed.

RF – The HR team were working hard in respect of recruitment and issuing LFD test kits.

12. AOCB

Length of Time Allocated for Staff EG Meeting
Discussed under Item 2.

13. Date of Next Finance & Resources Committee Meeting

- 24 May 2022

14. Date of Next Meeting

- Monday 13 June 2022

The meeting finished at: 10.55

DRAFT

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 Staff 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.