

Finance and Resources Committee

Agenda

Meeting reference: F&R2021-22/03

Date: Monday 14 March 2022 at 5:00pm

Location: Online

Purpose: Scheduled meeting

- * Denotes items for approval or discussion.
Members should contact the Secretary in advance of the meeting if they wish to request an item be starred.

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			
4a	Minutes of the Meeting of the Finance and Resources Committee held on Monday 29 November 2021, including Joint F&R/Audit section		Chair	Paper 1
4b	Minutes of the Extraordinary Meeting of the Finance and Resources & Audit Committees held on Monday 28 February 2022		Chair	Paper 2
5	Actions arising from previous minutes		Chair	
6	Strategic Development			
*6.1	Update on Perth College Strategic Plan 2022-2027	SMT	Principal	Paper 3 + Verbal
7	Financial Performance & Budgets			
7.1	Perth College Financial Update: Year to 31 January 2022	Financial Accountant	Vice Principal	Paper 4
7.2	Financial Outlook		Vice Principal	Verbal
7.3	Pensions	Director of Finance	Vice Principal	Paper 5

7.4	AAS/TCD Update	Vice Principal	Vice Principal	Paper 6
8	Estates			
8.1	Estates Update	Head of Estates	Head of Estates	Paper 7
9	Human Resources			
9.1	HR Update	Head of HR & Organisational Development	Head of HR & Organisational Development	Paper 8
10	Committee Minutes (for noting by Committee)			
10.1	EDIT Committee <ul style="list-style-type: none"> • 16 December 2021 			Paper 9a
10.2	JNC Support Staff <ul style="list-style-type: none"> • 09 December 2021 			Paper 9b
10.3	JNC Lecturing Staff <ul style="list-style-type: none"> • 03 February 2022 			Paper 9c
10.4	Staff Engagement Committee <ul style="list-style-type: none"> • 13 January 2022 			Paper 9d
11	Date and Time of next meeting <ul style="list-style-type: none"> • Tuesday 24 May 2022, 5:00pm 		Clerk	
*12	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: Finance & Resources 2021-22/01

Date and time: Monday 29 November 2021 at 5.00pm

Location: Online

Members present: Craig Ritchie, Chair
Todor Pavlov-Kennedy, HISA Perth President
Heather Cormack, Board Member
Brian Crichton, Board Chair
John Dare, Staff Board Member

In attendance: Margaret Cook, Principal
Lorenz Cairns, Depute Principal (Academic)
Veronica Lynch, Vice Principal (External)
Iain Wishart, Director of Finance
Katy Lees, Head of HR & Organisational Development
Trudy Guthrie, Minutes

Apologies: Andrew Comrie, Board Member

Chair: **Craig Ritchie**

Minute Taker: Trudy Guthrie

Quorum: 3

MINUTES

Item		Action
1.	Welcome and Apologies Chair welcomed everyone to the meeting and noted apologies.	
2.	Declaration of Conflict of Interest in any Agenda Item There were no declarations of interest in any item on the agenda.	
3.	Minutes of Meeting of F & R Committee, 28 September 2021 The minutes were approved as a true and accurate record of the meeting, with the exception of Todor Pavlov-Kennedy advising that his title should be HISA Perth President.	
4.	Actions from Previous Minutes <u>Ref 6.2 Budget 2021/22</u> Action: Principal to advise Committee of final position on EO claw-back of FWDF Action Update: Principal gave an update on the clawback. Also advised that no response has been received from Sports Scotland on their application but is hopeful of a decision in December. <u>Ref 6.3 Pension Deficit</u> Action: Director of Finance to give an update on the progress of the establishment of SLWG Action Update: IW stated this is in progress and will bring update to next meeting <u>Ref 8.1 HR Update</u> Action: Chair to speak to Board Chair about asking Members to complete mandatory training Action Update: Chair and Board Chair will liaise to discuss this further. HC suggested that for future meetings all actions are completed before the Committee meeting so no detailed discussion is required.	

5.	<p>Perth College Financial Update: Year to 31 October 2021</p> <p>Director of Finance noted the positive financial position and cash position year-to-date, but noted the key risk in relation to the clawback of funding due to current student number forecasts being below target. Director of Finance discussed in detail what the process would be if the clawback went ahead. He believes the clawback will be between £1m and £1.25m from HE and believes that we can hit the target on the FE side. This is speculation as there has been no official announcement re clawback as yet. Reforecast will be carried out at a high level and the Director of Finance should have it ready for the next Board meeting. Board Chair asked Director of Finance to share projections at the next meeting so we can make the right choices.</p>	
6.	<p>ICT and Digital Transformation Strategy</p> <p>Vice Principal (External) discussed the Draft ICT Strategy which has been developed through the ICT Strategy Group. The aim is to create a high-level strategy which is succinct. This has included a consultation process which has taken place including Board members, students, staff and employers. Vice Principal (External) highlighted the themes in detail and the associated actions then asked for comments. Points of detail were discussed which Vice Principal (External) will incorporate. Board Member asked that a dashboard is brought here on a quarterly basis to cover the progress against targets stated in the strategy. Vice Principal (External) stated this would be embedded in a more centralised method. The Committee agreed to strongly recommend this strategy for Board approval, subject to the changes discussed.</p>	
7.	<p>Draft Perth College UHI Development Trust Strategy</p> <p>Vice Principal (External) stated that this paper has been developed in collaboration with our Development Trust Committee which is a subsection of the Development Trust. Chair queried whether this had been endorsed the Strategic Development Committee, and whether there were any resource implications as a result of the strategic proposals. Vice Principal (External) confirmed this has been developed with the Strategic Development Committee, and that this was focussed on where we deploy existing resources rather than increasing resource allocated to the Development Trust. Director of Finance separately noted that he intends to carry out a review on the appropriate ownership arrangement for the Trust to minimise the complexity from a reporting and governance perspective. The Committee agreed to strongly recommend this strategy document to the Board</p>	
8.	<p>Aviation Academy for Scotland Update</p> <p>Vice Principal (External) gave a brief verbal update. As agreed at</p>	

	<p>the Board we have had some initial discussions with the programme management office of the Tay Cities Deal in relation to Tayside Aviation, and we are seeking to undergo a change process before our project begins. Committee noted the continued progress on this matter and reiterated the desire to keep this moving at pace.</p>	
9.	<p>Procurement Annual Report</p> <p>Director of Finance gave a brief update on the report which goes through 4 years of Procurement spend. The key headline is APUC are saving us £120k a year and £40k through procurement skills, and we are compliant with the Scottish Government recommendations with spend going through frameworks. Committee noted the complexity and length of the document, and Director of Finance confirmed he has asked APUC to do a more relevant report to explain the Perth College position rather than across Scotland and UHI.</p>	
10.	<p>Estates Update</p> <p>The Estates update was noted, including the progress on the Estates strategy development. No questions were raised.</p>	
11.	<p>HR Update</p> <p>The HR update was noted. The levels of completion for Board member training was discussed during the actions update at the beginning of the meeting. Committee noted that Head of HR & OD is doing a good job and thanked her for all the hard work.</p>	
12.	<p>AST Cash Flow to July 2023 and Potential Implications for Gift Aid</p> <p>Vice Principal (External) stated this was discussed extensively at last weeks' AST Board meeting where they requested it be brought to this meeting for discussion before going to the College Board. The request is for Perth College not to take the gift aid payments from AST for the next 3 financial years, subject to an annual review. The rationale is that AST are constrained by not having any reserves to invest in training etc. The Committee also noted the cashflow requirements for AST as set out in the paper, and how they compared to available cash in the business without the retention of profits this year. The Committee agreed that there needs to be a balance of the needs of AST and the needs of the College. All agreed that it must include an annual review of the investment rather than committing to a full 3 years without review. Board Chair asked if we can look in detail into the impact of corporation tax as a result of AST retaining their profits. Director of Finance confirmed this would be reviewed and an update would be provided at the next meeting. The Committee agreed to strongly</p>	

	recommend this forward to the Board.	
13.	Date & Time of Next Meeting <ul style="list-style-type: none"> • 28 February 2022, 5.00pm 	
14.	Review of Meeting Committee confirmed that the meeting had been conducted in line with its Terms of Reference.	

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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

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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**

Joint F & R & Audit Committee

DRAFT Minutes

Meeting reference: Joint F & R & Audit Committee 2021-22/01

Date and time: Monday 29 November 2021 at 5.00pm

Location: Online

Members present: Jim Crooks (Chair, Audit)
Ann Irvine, Board Member
Fiona Martin, Board Member
Graham Watson, Board Member
Madeleine Brown, Student Board Member

In attendance: Margaret Cook, Principal
Lorenz Cairns, Depute Principal (Academic)
Veronica Lynch, Vice Principal (External)
Iain Wishart, Director of Finance
Katy Lees, Head of HR & Organisational Development
Grace Scanlin, Ernst & Young
David Archibald, Henderson Loggie
Rachel Wynne, Ernst & Young
Patrick O'Donnell, Board Staff Member
Brian Crichton, Chairman, Board of Management

Apologies: Grace Scanlin, Ernst & Young
Stephen Reid, Ernst & Young
Andrew Comrie

Chair: **Jim Crooks**

Minute Taker: Trudy Guthrie

Quorum: 3

MINUTES

Item		Action
1.	<p data-bbox="277 315 1126 383">Proposed Risk Management Framework Combining the Balanced Scorecard</p> <p data-bbox="277 423 1230 824">Director of Finance took the Committee through this proposal in detail. He stated that the Audit on the College accounts will start on January 10th when Ernst & Young will come into Perth College. He advised that the reason this is later than normal is due to unusual circumstances including Brexit etc. The Director of Finance discussed the documents in detail and gave an example of how this combination works in practice and how this could influence the Risk Management Framework going forward. He also shared a presentation on the Balanced Scorecard and took the Board through it in detail followed by the Risk Register document and how the two processes could work together.</p> <p data-bbox="277 864 1230 969">All discussed at length and the direction of travel on these documents and processes was agreed and the Director of Finance was tasked with taking this initiative forward.</p>	
2.	<p data-bbox="277 1021 756 1055">Double Salary Payment Update</p> <p data-bbox="277 1095 1214 1458">The Director of Finance presented a comprehensive document of how the incident had arisen and been addressed. He highlighted that £76k is still to be collected from over 50 people and Head of HR & OD has been writing to these individuals in relation to this. Director of Finance will send the Bank a paper and questions outlining Perth College's position. The Bank will come along to speak to the Board on the 13th December. All discussed how this double salary payment happened and concerns and implications around this. It was agreed that AST would also be invited to this meeting.</p> <p data-bbox="277 1498 1230 1603">The Principal advised the Committee that the UHI Court has asked for an internal audit to take place re this incident and a formal process will now take place.</p> <p data-bbox="277 1644 1222 1749">The Chairman of the Board asked The Director of Finance to pass on his appreciation to all concerned in addressing the issue so promptly.</p> <p data-bbox="277 1789 1238 2007">The Chairman asked if the Joint Committees of Audit and F&R were content that we commission our own internal audit service to conduct an investigation into the incident? Henderson Loggie agreed to undertake the work. For clarity UHI are asking that Perth College UHI commission and undertake the audit and then report back to them on the findings.</p>	

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Do the minutes contain items which may be contentious under the terms of the Data Protection Act 2018? **Yes** **No**

Extraordinary Meeting of Finance & Resources and Audit Committees

Paper 2

DRAFT Minutes

Meeting reference: F&GP_Audit 2021-22/EM

Date and time: Monday 28 February 2022 at 5.00pm

Location: Online

Members present: Jim Crooks, Chair, Audit Committee
Craig Ritchie, Chair, Finance & Resources Committee
Michael Buchanan, Board Member
Brian Crichton, Board Member
Andrew Comrie, Board Member
Heather Cormack, Board Member
Ann Irvine, Board Member
Debbie McIlwraith-Cameron, Board Member
Margaret Cook, Principal & Chief Executive
John Dare, Staff Board Member
Todor Pavlov-Kennedy, Student Board Member
Madeleine Brown, Student Board Member

In attendance: Derek Waugh, Co-opted Member, Finance & Resources Committee
Veronica Lynch, Vice Principal (External)
Iain Wishart, Director of Finance
Henry Nicholson, Financial Accountant
David Archibald, Henderson Loggie
Stephen Reid, Ernst & Young
Rachel Wynne, Ernst & Young
Ian McCartney, Clerk to the Board of Management

Apologies: Graham Watson, Board Member
Fiona Martin, Board Member
Lorenz Cairns, Depute Principal (Academic)

Co-Chairs: **Jim Crooks, Craig Ritchie**

Minute Taker: Ian McCartney

Quorum: Finance & Resources = 4; Audit = 3

MINUTES

Item		Action
1.	<p>Welcome and Apologies</p> <p>Chair (Audit) welcomed everyone to the meeting.</p>	
2.	<p>Declaration of Interest in any Agenda Item</p> <p>There were no declarations of interest.</p>	
3.	<p>Draft Perth College Group Report and Financial Statements for the Year ended 31 July 2021</p> <p>Director of Finance introduced Paper 1, expressing thanks to all involved in producing the accounts, in particular Henry Nicholson, Financial Accountant.</p> <p>Director of Finance presented summary headlines of the Income Statement, noting the Adjusted Operating Profit (AOP) of in excess of £1m was close to that estimated within the management accounts presented throughout the year. Some significant additional funding received from the Scottish Funding Council had more than off-set losses in Commercial income, and a number of cost areas had shown reduced expenditure due to COVID; indeed in some instances expenditure had been reduced to almost zero. Director of Finance noted that differences in AOP between final and management accounts was due to accounting adjustments in line with College policies, including taxation.</p> <p>Director of Finance advised that, while the accounts showed an underfunding of the LGPS pension fund of £(6.8)m, the triennial Funding Valuation actually showed that the fund was in surplus by £2.4m. The difference between the Accounting Valuation and the Funding Valuation was due to the different purposes of these valuations but the discount rate was the principal reason for the difference in value. Director of Finance explained that the Accounting valuation uses a discount rate based on AA Corporate Bonds while the Funding Valuation uses a discount rate based on the actual make-up of the fund which is heavily weighted in equities. The Accounting Valuation must use the AA Corporate Bond rate to be compliant with FRS102/IAS19.</p> <p>Chair of Audit asked whether the same issues in the Pension Provision held true for the Teachers Pension Fund. Director of Finance advised that the teaching staff pension is a defined contribution pension and therefore doesn't have any reporting requirements in the accounts. Financial Accountant further advised that the Scottish Public Pensions Agency could not provide</p>	

	<p>disaggregated information to individual organisations.</p> <p>Chair of Finance & Resources noted that the information provided was entirely consistent with that seen elsewhere; both valuations were doing different jobs and accounting approaches had been set to be consistent in approach.</p> <p>Chair of Board stated that no issues were being advised from the Pension Trustees that would require Perth College to review overall contribution rates in the short term.</p> <p>Director of Finance advised that both the Trustees and the Actuary were comfortable with the positions being expressed, and that no challenge had been received from the Pensions Regulator.</p> <p>Co-opted Member of Finance & Resources asked for clarification on a large movement in Creditors. Director of Finance noted the breakdown of changes since 2019/20 provided in Notes 18 and 19 and advised that certain items such as unspent Student Support Funds had to be paid back, and that there was a much higher rate of accruals in deferred income relating to areas such as Childcare Support Funds and Student Rent.</p> <p>Chair of Finance & Resources had been prompted by a Board Member not able to attend to draw attention to the increase in Senior Staff Emoluments, and noted that the accounts did not clarify the addition of the Director of Finance to the Senior Management Team for part of the financial year, leading to the figures standing out.</p> <p>It was agreed that the Financial Statements be amended to include reference to the addition of the Director of Finance to Note 8.</p> <p>Chair of Audit noted that, while the Internal Audit Report for 2020/21 had previously been approved at the Audit Committee of November 29th 2021, there was some reference in the Financial Statements and the External Auditors' Annual Report of a post year-end Internal Audit Report into Payroll Double Payment, and the Internal Auditor was invited to provide a summary of the Report.</p> <p>Internal Auditor noted that a report had been commissioned into Payroll Double Payments arising in October 2021, and the ensuing report had also been shared with the Regional Strategic Body. The report raised 2 actions for the College around the reporting of progress to UHI on recovery of overpayments, and to ensure that reporting requirements laid out in the Financial Memorandum between Perth College and UHI are met.</p> <p>Internal Auditor advised that, while there were control weaknesses within system, it was important to recognise the speed of response by the College in addressing the matter and that subsequent testing of new controls had proven positive.</p>	<p>Financial Accountant</p>
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	<p>Chair of Audit further noted that, following appropriate consultation with the Chair of the Board, the Report had been shared with the Joint Chairs of Audit across UHI, however no response had yet been received on this matter.</p> <p>Chair of Board requested that the External Audit Report recognised the Double Payment issue as a post-year end event to aid understanding of non-experts in Audit practices.</p> <p>Board Member noted that Directors Report identified Board departures since end of reporting year but did not include new starts. Chair of Audit requested that this oversight be amended, suggesting an additional table to cover post-year end updates.</p> <p>The Report & Financial Statements were ENDORSED subject to amendments noted, and would be presented to the Board for final approval.</p>	Financial Accountant /Clerk
4.	<p>External Audit Annual Report 2019-20</p> <p>External Auditor presented Paper 2 in draft form for both committees to consider in the execution of their governance responsibilities. While noting there were still some items outstanding within the report, following conclusion of these items it was intended to report an unqualified opinion, whereupon the report will be presented to Audit Scotland and published on their website.</p> <p>External Auditor noted that differences were set out in the appendices, however there were no issues of materiality to report. External Auditor further noted contentment around the assumptions around Pensions being reasonable.</p> <p>On the matter of Going Concern, External Auditor advised that the College was by default a Going Concern but that work had taken place with the College's Senior Management Team to ensure that appropriate disclosures and procedures were in place.</p> <p>External Auditor noted significant challenges across the College Sector in relation to financial sustainability, and had highlighted risks around key items of financial management within the Report, resulting in a Red rating.</p> <p>External Auditor added that an Amber rating had been advised for Governance & transparency, predominantly due to the absence of the Board Secretary role for an extended period, and Value For Money.</p> <p>External Auditor completed presentation by advising that the Differences noted on pages 37 and 38 had both received Management Responses.</p> <p>Chair of Audit noted appreciation in notes re financial sustainability</p>	

	<p>being largely out of the control of the College.</p> <p>Chair of Finance & Resources queried whether Red RAG rating on Financial Management was based on previous Audit Report, or had been influenced by recent issues such as the Payroll Double Payments. External Auditor advised that the rating took into account the degree of progress and actions ongoing on previous reports, noting the challenges around resources within the Finance department and the amount of manual processes still required. The Payroll Double Payments issue therefore did not affect the Red RAG rating.</p> <p>Chair of Board expressed interest in the Report's comments around FFR, particularly given the position that the College is in effect a Going Concern until the Scottish Government states otherwise. Chair of Audit reinforced this comment, noting the position that the College is in a position to develop its own FFR outside of the wider process required by SFC, however such a position would require to be very realistic.</p> <p>Board Member commented on the Red RAG rating around Financial Management, noting that in an environment based predominantly on manual processing, errors are likely to be made and that there should be scope for extra control mechanisms to be brought in under any system-based control environment.</p> <p>External Auditor concluded by confirming that, following completion of outstanding items, the Accounts will be presented as unqualified. External Auditor noted that the Group Accounts were still to be completed pending submission of these from AST's external auditors.</p> <p>The External Audit Annual Report 2020-21 was ENDORSED.</p>	
<p>5</p>	<p>Audit Committee Annual Report to the Board of Management</p> <p>Vice Principal summarised Paper 3, noting the statutory requirement in the Financial Memorandum to provide this Report, which would be taken forward to the Board for their approval.</p> <p>The Report provides a summary of activity and reports provided to Audit Committee throughout the year, and External Audit processes and Value For Money considerations are also included.</p> <p>Vice Principal noted that Appendix 3 summarised the key changes which had occurred throughout the year.</p> <p>Co-opted Member of Finance & Resources queried whether the Audit Needs Assessment was connected to the Estates Strategy. Vice Principal noted that the Estates Strategy was at the very early stages of development, and that the Audit Needs Assessment was reflective of current circumstances rather than future requirements,</p>	

	The Audit Committee Report to the Board of Management was APPROVED .	
6	<p>Code of Good Governance Checklist</p> <p>Clerk to Board of Management presented Paper 4 for information, noting the checklist is designed to provide Board Members with reassurance that the College is fully compliant with the Code of Good Governance, and highlighting 3 areas of ongoing work around uploading of Board papers, updating of Equality & Diversity Policies, and negotiations around the Staff Governance Standard.</p> <p>Student Board Member suggested corrections around B1 relating to Student membership on this committee, and B5 around the HISA Perth Comms Intern role no longer being in place. Clerk will update these items.</p> <p>Chair Audit queried how monitoring of the Staff Governance Standard. Clerk noted that this would take place via Finance & Resources Committee as it is a staffing matter, however, due to the compliance element, it would also seem appropriate for updates to also be tabled at Audit Committee. Clerk to liaise with Head of HR & Organisational Development to ensure timely reports are received.</p> <p>Joint Committees NOTED the Code of Good Governance Checklist.</p>	<p>Clerk</p> <p>Clerk</p>
7	<p>Dates & Times of Next Meetings</p> <p>Dates of next meetings were confirmed as:</p> <ul style="list-style-type: none"> • Extraordinary Board - Monday 07 March 2022 @ 5:00pm • Finance & Resources – Monday 14 March 2022 @ 5:00pm • Audit – Wednesday 16 March 2022 @ 5:00pm. 	

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Committee	Finance & Resources Committee
Subject	Perth College Strategy Update
Date of Committee meeting	14/03/2022
Author	Lorenz Cairns, Depute Principal
Date paper prepared	09/03/2022
Executive summary of the paper	<p>This Paper provides an updated version of the Operating Context for the proposed Strategic Plan for comment.</p> <p>A verbal update on progress against the draft five-year strategic plan for Perth College will also be provided prior to the full Plan being presented to the Board for approval on 24th March 2022.</p>
Consultation How has consultation with partners been carried out?	Discussion with staff and SMT
Action requested	<input checked="" type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes/ No Would set the direction for resource usage over the next 5 years.
Risk implications (If yes, please provide details)	Yes/ No Strategic direction will impact financial sustainability.
Link with strategy	The final document will set out a proposal for the new strategy.

<p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	
<p><u>Equality and diversity</u> Yes/ No If yes, please give details:</p>	<p>Click or tap here to enter text.</p>
<p>Island communities Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>Yes/ No If yes, please give details: Click or tap here to enter text.</p>
<p><u>Data Protection</u> Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>Yes/ No Set out any data protection aspects and whether a data protection impact assessment is needed</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Confidential</p>
<p>Freedom of information Can this paper be included in “open” business?* -Yes</p>	<p>Papers should be open unless there is a compelling reason for them to remain closed. If a paper, or parts of a paper, are to remain closed the reason for that exemption must be specified – see reasons below</p>

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

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

For how long must the paper be withheld? Until 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

Operating Context

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

Perth College 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 contributing to the UHI's use of video conferencing, providing access to expertise and curriculum across Perth and Kinross, the Highlands, and Islands and beyond.

Perth College has its main campus in the city of Perth which is located within 50 miles of 90% of Scotland's population, in the fast-growing local authority of Perth and Kinross. As of 30 June 2017, the population of Perth and Kinross was 151,000 a 0.3% increase from 2016. Unemployment rates are at 2.4% (below the Scottish average of 4.1%) and its five-year business survival rate is higher than the Scottish average. The 2018 Annual Participation Measure showed that 94% 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.

Perth College UHI is one of the largest partners in the University of the Highlands and Islands (UHI). 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 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 RSA of 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). Small businesses predominate and whilst employment remains high, much of this is within the public and low-wage sectors.

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, creative industries, digital resilience, and hospitality.

The college provides a broad curriculum base with access to study at SCQF levels 2-12 in areas of local, regional, and national need. Subjects are grouped into four sector areas (Business, Management, Computing and Leisure; Creative and Cultural Industries; Science, Technology, Engineering and Maths; Health, Applied Life Sciences). The college also delivers a range of Modern

Apprenticeship programmes supported by Skills Development Scotland (SDS) and a range of commercial Vocational Qualifications (VQ).

School-college partnership provision is themed 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% and 65.7% respectively for full-time and 80.6% against 78% respectively for part-time.

Staff full time equivalent has grown from 340 in July 2017, to 347.35 in July 2018.

In August 2017, Perth College appointed a new Principal, Dr Margaret Cook. After a period of analysis and evaluation, Dr Cook began a restructure of the college SMT and CMT to ensure key strategic roles were developed and strengthened to ensure leadership imperatives were embedded in the organisation. This restructuring process places the college in a stronger position to face challenges and actively manage change.

Regional Context

The University of the Highlands and Islands partnership is the main provider of post-compulsory education provision in the Highlands and Islands region 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 region 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.

Up until the pandemic, the region routinely exceeded student activity targets and surpassed many sector benchmarks of performance. The latest published key performance indicators, 2019-20, informs us that we continue to see high success rates for our full-time students with 69.3% 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 84.3% having a successful outcome in comparison to the sector which is 78.0%. The region also has some of the highest performing colleges in Scotland, with full time student success at Lews and Moray Colleges sitting at 75.4% and 74.3% respectively.

Perth College UHI

Paper No. 4

Committee	Finance & Resources Committee
Subject	Management Book
Date of Committee meeting	14/03/2022
Author	Henry Nicholson, Financial Accountant
Date paper prepared	09/03/2022
Executive summary of the paper	<p>Summary of financial performance from Aug 1 2021 – Jan 31 2022.</p> <p>The Management Book to January 2022 has been prepared with limited available resources which has hindered the timely completion for issuing to Committee.</p>
Consultation How has consultation with partners been carried out?	n/a
Action requested	<input checked="" type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	<p>Yes/ No</p> <p>Reflects how resources have been used</p>
Risk implications (If yes, please provide details)	<p>Yes/ No</p> <p>Financial sustainability</p>

Perth College UHI

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

Perth College UHI

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

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

For how long must the paper be withheld? Until 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 January 21/22



Group Overview

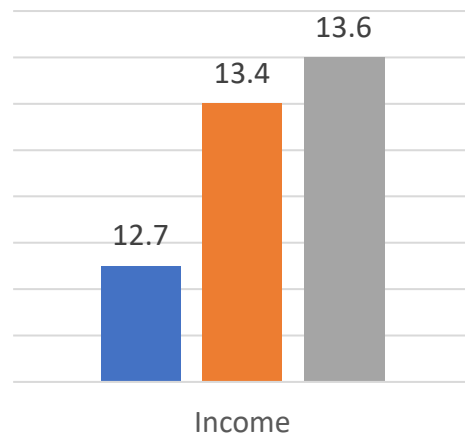
First six months performance slightly behind budget for income and better than budget across staff costs and non-staff costs which means AOP approximately £1m ahead of budget. Potential clawbacks from SFC are likely to reduce this AOP to £NIL for the full year.

Income performance overall is slightly behind budget, with grant income running slightly behind by £352k behind (primarily additional estates and student support funding), tuition fees are £108k behind budget and commercial income £260k ahead of budget. Tuition fees are down on budget across all departments except STEM and AST.

Staff costs are driven by lower than budgeted recruitment which is in line with lower student numbers. Please note that actual values do not have any pay increases included (as not yet agreed). On current offer this accounts for approx. £200k of the upside for the half year.

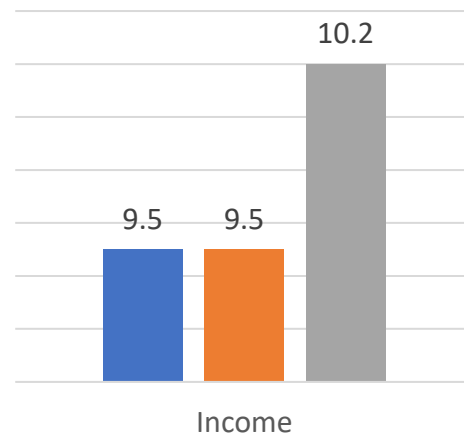
Non-Staff costs are better than budget due to COVID continuing to reduce spend e.g. travel and some timing of activity e.g. ICT spend (that could still be spent later in the year).

Income (Excl Bursary) £M



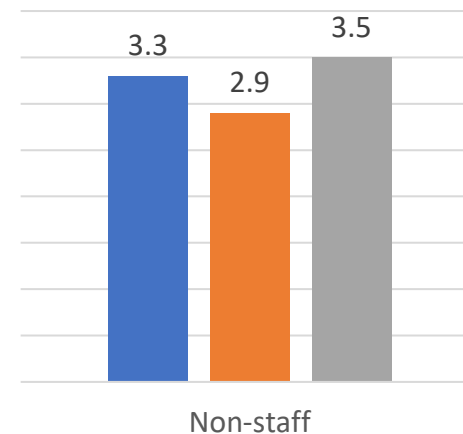
■ Act 20/21 ■ Act 21/22 ■ Bud 21/22

Staff Cost £M



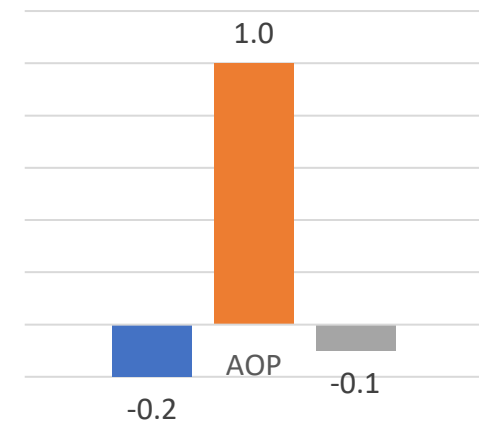
■ Act 20/21 ■ Act 21/22 ■ Bud 21/22

Non-Staff Cost £M



■ Act 20/21 ■ Act 21/22 ■ Bud 21/22

AOP £M



■ 19/20 YTD Act ■ 20/21 YTD Act ■ 20/21 YTD Bud

Group Overview v Budget

Performance was better than budget across our three groups due to continued underspend on staff and non-staff costs.

Income is behind budget in tuition fees and grant income, but ahead of budget income in commercial which is driven by core skills (£212k) and international (£158k)

Almost all staff and non-staff lines were better than budget for the reasons noted on the page above. Please note that the actual staff costs exclude any salary increases which are forecast to be approximately £400k additional cost for the full year based on the current offer.

Actual £K

Actual YTD 21/22	Academic	Business	Services	Total
Funding	7,899	0	612	8,511
Tuition Fees	1,593	997	1	2,591
Commercial	506	1,357	425	2,288
Total Income	9,999	2,354	1,038	13,391
Staff Costs	6,002	1,235	2,302	9,538
% Income	60.0%	52.4%	221.8%	71.2%
Non-Staff Costs	459	435	2,002	2,897
% Income	4.6%	18.5%	192.9%	21.6%
AOP Surplus/(Deficit)	3,538	684	-3,267	955
% Income	35.4%	29.1%	(314.7)%	7.1%

Budget £K

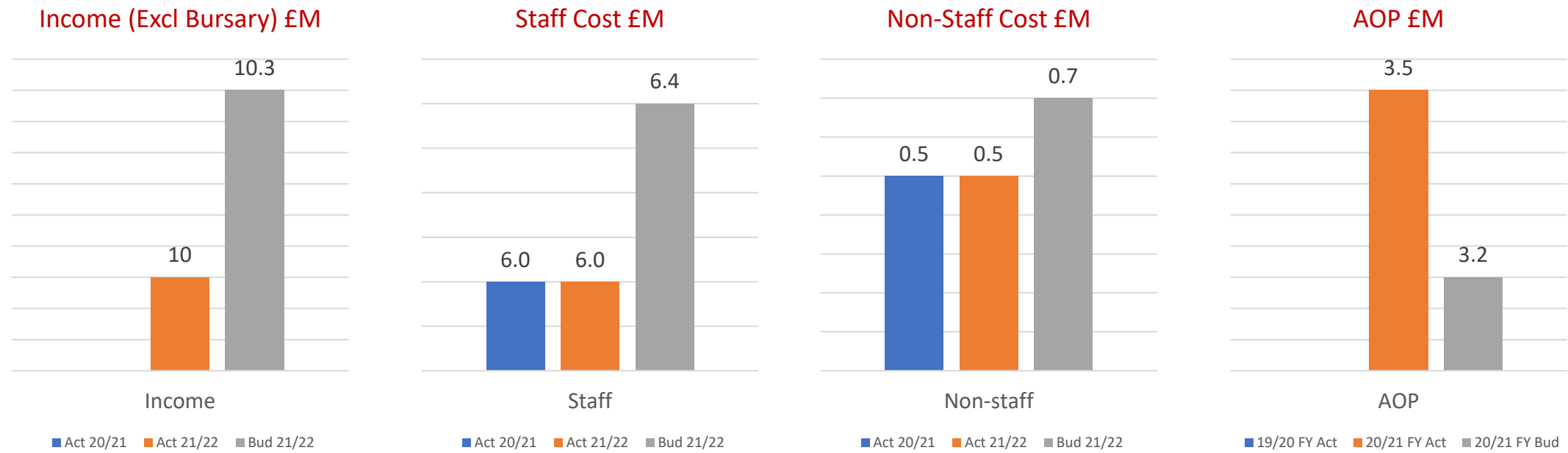
Academic	Business	Services	Total
7,951	25	888	8,864
1,831	867	0	2,698
499	944	585	2,028
10,281	1,836	1,473	13,590
6,383	1,328	2,490	10,201
62.1%	72.3%	169.0%	75.1%
650	572	2,289	3,511
6.3%	31.1%	155.4%	25.8%
3,248	-64	-3,306	-121
31.6%	(3.5)%	(224.4)%	(0.9)%

Variance £K

Academic	Business	Services	Total
-51	-25	-276	-352
-238	129	1	-108
8	413	-160	260
-282	517	-435	-200
-381	-94	-187	-663
	-18.1%		
-190	-136	-287	-614
	-26.4%		
290	748	39	1,076

Academic Performance

Staff costs are driven by lower than budgeted recruitment which is in line with lower student numbers. Please note that the actual staff costs exclude any salary increases.



Academic Performance

The STEM over-run on non-staff costs is due to the cost of AST delivering the BSc Programme, which was not included in the budget.

Tuition income is slightly behind budget and the majority of the year's tuition fees have now been invoiced.

Actual £K

Actual YTD 21/22	STEM	BMCL	CCI	ALS	Research	Academic Total
Funding	1,647	1,728	1,615	2,805	105	7,899
Tuition Fees	152	519	387	518	17	1,593
Commercial	239	82	37	135	14	506
Total Income	2,039	2,329	2,039	3,457	135	9,999
Staff Costs	1,356	1,435	1,157	1,986	67	6,002
% Income	66.5%	61.6%	56.8%	57.4%	49.7%	60.0%
Non-Staff Costs	255	83	66	43	13	459
% Income	12.5%	3.5%	3.2%	1.3%	9.5%	4.6%
AOP Surplus/(Deficit)	428	811	815	1,428	55	3,538
% Income	21.0%	34.8%	40.0%	41.3%	40.8%	35.4%

Budget £K

STEM	BMCL	CCI	ALS	Research	Academic Total
1,658	1,700	1,667	2,816	110	7,951
152	605	492	583	0	1,831
274	54	88	80	2	499
2,084	2,359	2,248	3,479	112	10,281
1,514	1,563	1,166	2,073	68	6,383
72.6%	66.3%	51.9%	59.6%	61.1%	62.1%
165	163	162	142	17	650
7.9%	6.9%	7.2%	4.1%	15.6%	6.3%
405	633	920	1,265	26	3,248
19.4%	26.8%	40.9%	36.4%	23.3%	31.6%

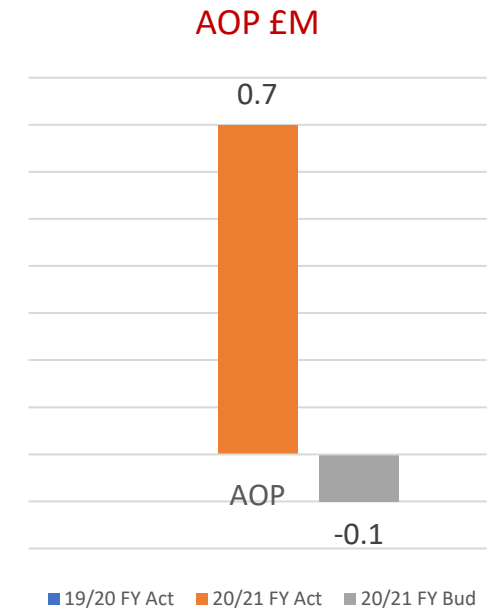
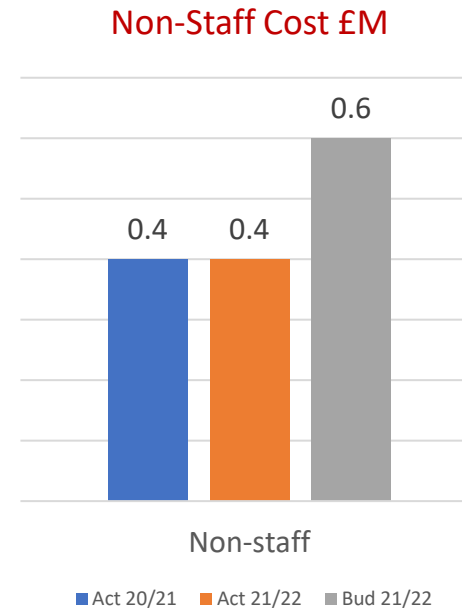
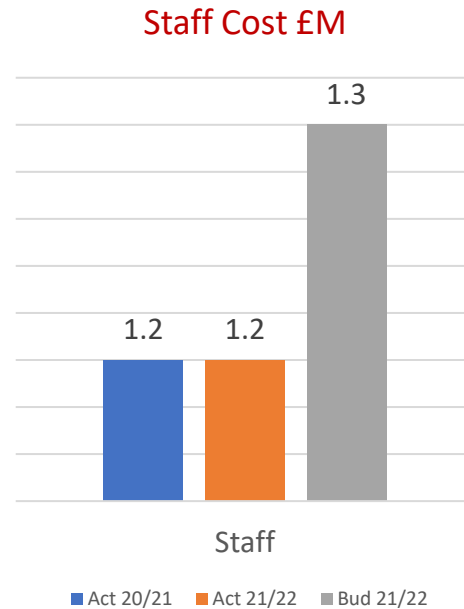
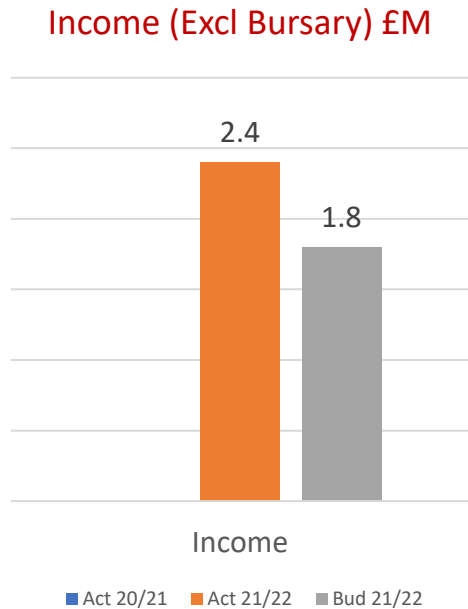
Variance £K

STEM	BMCL	CCI	ALS	Research	Academic Total
-11	28	-53	-11	-5	-51
1	-86	-105	-66	17	-238
-35	28	-52	55	12	8
-45	-30	-209	-22	24	-282
-157	-127	-9	-87	-1	-381
				-4.4%	
89	-80	-96	-98	-5	-190
				-19.5%	
23	178	-104	163	29	290

Business Performance

Income benefited from foundation apprenticeship income, £167K, which may have been related to the completion of last year's courses and or a change in how foundation apprenticeship funds are paid.

Staff costs are driven by International headcount being down on budget.



Business Performance

International income is ahead of budget due to a course not being included in the budget. International staff costs are better than budget as they are two heads down on their budgeted headcount.

Core Skills income is where the foundation apprenticeship upside of £167K is included.

Please note that we are still working on a process to verify that 100% of the cost of delivery of Core Skills is included in the costs below.

AST is ahead of budget but in line with expectations.

Actual £K

Actual YTD 21/22	AST	Residences	ASW	Nursery	International	Core Skills	Business Total
Funding	0	0	0	0	0	0	0
Tuition Fees	981	0	0	0	0	15	997
Commercial	3	204	263	138	419	329	1,357
Total Income	985	204	263	138	419	345	2,354
Staff Costs	592	0	244	165	87	147	1,235
% Income	60.1%	0.0%	92.9%	118.8%	20.7%	42.6%	52.4%
Non-Staff Costs	197	143	53	14	26	4	435
% Income	20.0%	69.7%	20.0%	9.8%	6.2%	1.2%	18.5%
AOP Surplus/(Deficit)	196	62	-34	-40	306	194	684
% Income	19.9%	30.3%	(12.9)%	(28.6)%	73.1%	56.2%	29.1%

Budget £K

AST	Residences	ASW	Nursery	International	Core Skills	Business Total
0	0	0	0	0	25	25
867	0	0	0	0	0	867
22	176	261	109	261	117	944
889	176	261	109	261	142	1,836
593	1	210	163	234	126	1,328
66.8%	0.8%	80.8%	149.9%	89.9%	88.4%	72.3%
283	105	51	17	25	92	572
31.8%	59.5%	19.5%	15.9%	9.5%	64.7%	31.1%
13	70	-1	-72	2	-75	-64
1.4%	39.6%	(0.3)%	(65.8)%	0.6%	(53.1)%	(3.5)%

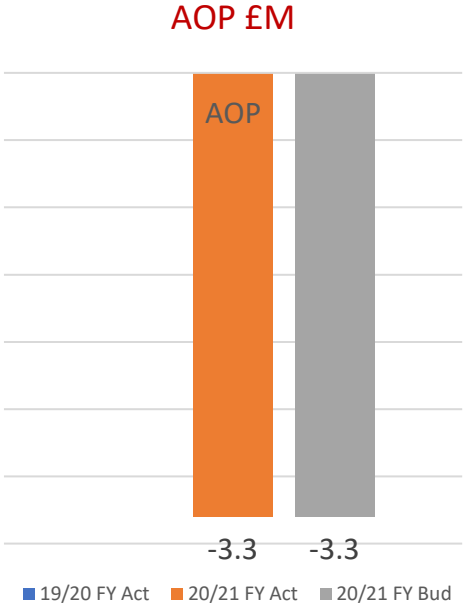
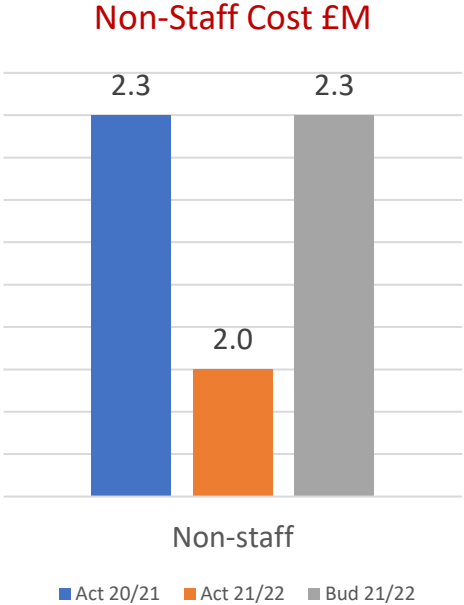
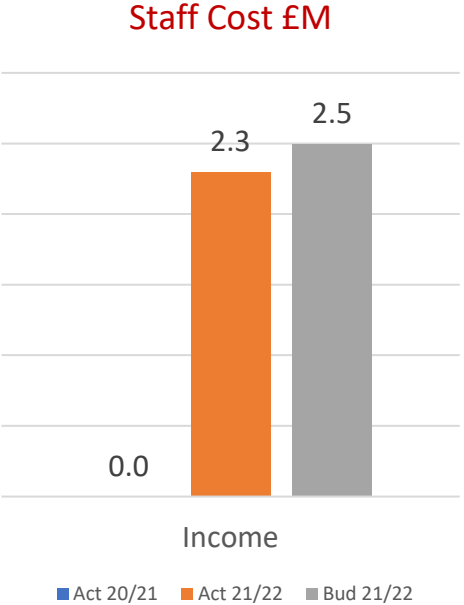
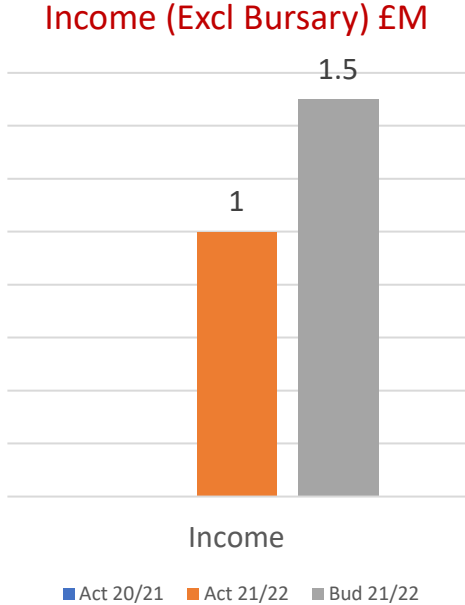
Variance £K

AST	Residences	ASW	Nursery	International	Core Skills	Business Total
0	0	0	0	0	-25	-25
114	0	0	0	0	15	129
-18	29	3	29	158	212	413
96	29	3	30	158	203	517
-2	-1	34	1	-148	21	-94
-1.6%	-5.1%	1298.4%	4.9%	-93.4%	10.5%	-18.1%
-86	38	2	-4	1	-88	-136
-89.4%	132.3%	65.7%	-12.5%	0.7%	-43.3%	-26.4%
183	-8	-33	32	304	269	748

Services Performance

Although Services are not primarily an income stream there are various funds (Estates) and other than runs through this area. The income position is related to the ESIF monies paid, £185K, and noted at the start of this document.

Canteen remains a concern, see next page.



Services Performance

The canteen is forecast to be loss making (£70k—£100k) for the full year due to the reduction in student numbers. Aramark have taken steps to make savings on staff costs and are continuing to look at efficiency savings.

The Estates position is simply timing, drawdown of funds (down on budget) and the costs associated with those funds (better than budget non-staff costs). The full amount of funding will be drawn down and used over the year.

The Business Service income variance is due to the release of ESIF income (£185K).

Actual £K

Actual YTD 21/22	Student Services	Estates	ICT	Canteen	Business Services	Services Total
Funding	124	321	47	0	120	612
Tuition Fees	0	0	0	0	1	1
Commercial	62	12	0	237	114	425
Total Income	186	333	47	237	235	1,038
Staff Costs	569	393	243	0	1,098	2,302
% Income	305.5%	117.9%	521.3%	0.0%	467.2%	221.8%
Non-Staff Costs	266	697	271	313	456	2,002
% Income	142.8%	209.3%	581.6%	131.9%	193.9%	192.9%
AOP Surplus/(Deficit)	-649	-757	-467	-76	-1,318	-3,267
% Income	(348.3)%	(227.2)%	(1003.0)%	(31.9)%	(561.1)%	(314.7)%

Budget £K

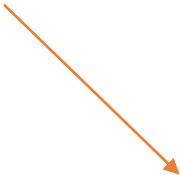
Student Services	Estates	ICT	Canteen	Business Services	Services Total
260	606	33	0	-11	888
0	0	0	0	0	0
69	0	0	400	116	585
329	606	33	400	106	1,473
669	399	227	0	1,195	2,490
203.4%	65.7%	698.6%	0.0%	1132.1%	169.0%
385	834	244	400	426	2,289
117.1%	137.5%	751.0%	100.0%	403.5%	155.4%
-725	-626	-439	0	-1,516	-3,306
(220.5)%	(103.3)%	(1349.6)%	0.0%	(1435.6)%	(224.4)%

Variance £K

Student Services	Estates	ICT	Canteen	Business Services	Services Total
-136	-285	14	0	130	-276
0	0	0	0	1	1
-7	12	0	-163	-2	-160
-143	-273	14	-163	129	-435
-100	-6	16	0	-97	-187
		111.1%		-75.3%	
-119	-137	27	-87	30	-287
		189.8%		22.9%	
76	-131	-28	-76	197	39

Cash Flow

Tuition monies received as a lump sum.



FY Closing Cash

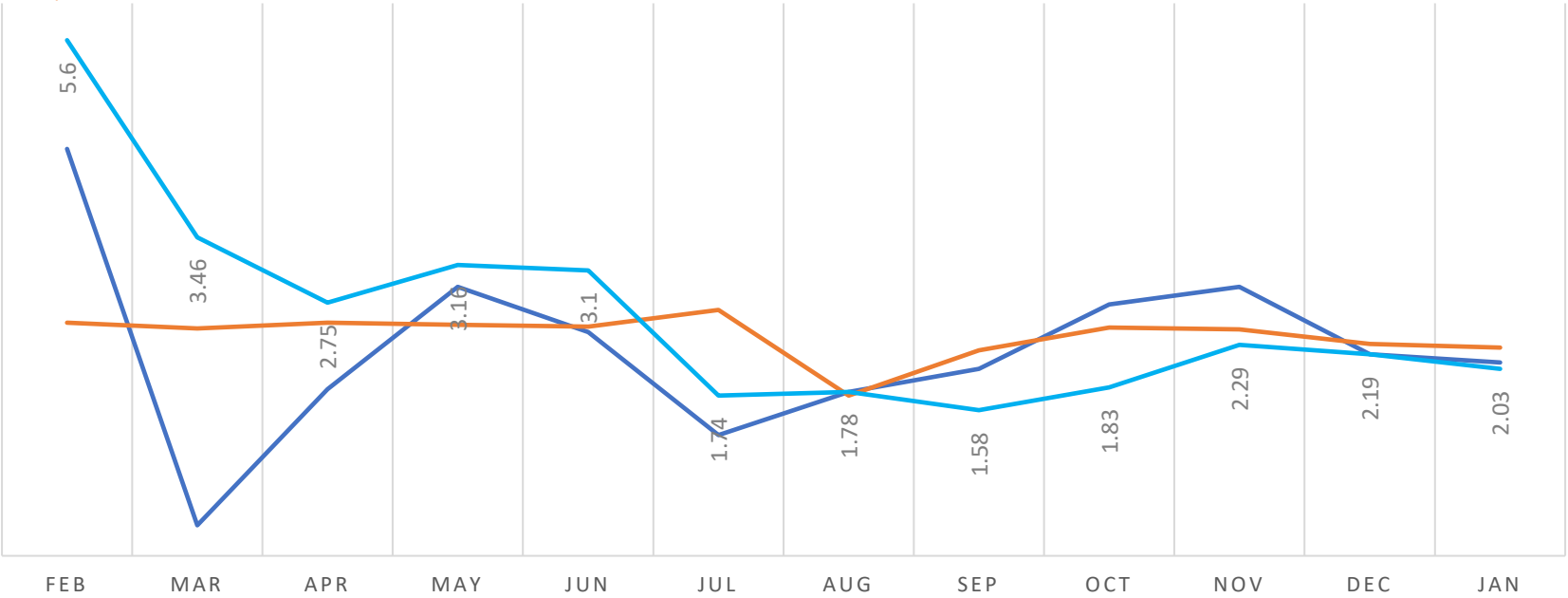


3 Month Avg Cash Usage



CASH £M

Cash In Cash Out Closing Cash



Committee	Finance & Resources Committee
Subject	Pension
Date of Committee meeting	14/03/2022
Author	Iain Wishart, Finance Director
Date paper prepared	02/03/2022
Executive summary of the paper	Explanation of the current pension contribution rate for LGPS.
Consultation How has consultation with partners been carried out?	First presentation at this meeting
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input checked="" type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes/ 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 	Financial sustainability

<ul style="list-style-type: none"> • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	
<p><u>Equality and diversity</u></p> <p>Yes/ No</p> <p>If yes, please give details:</p>	<p>Click or tap here to enter text.</p>
<p>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.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input checked="" type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input 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

Perth College UHI

Paper No. 6

Committee	Finance and Resources Committee
Subject	Aviation Academy for Scotland Update
Date of Committee meeting	14/03/2022
Author	Veronica Lynch
Date paper prepared	04/03/2022
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 on developments since the previous Aviation Academy for Scotland Update at the Board of Management on 14 October 2021 which endorsed a re-scoping of the build options for the Aviation Academy for Scotland (AAS) project. ii) Impact – this activity will draw down capital funding of £5.096m from Tay Cities Deal towards the project. iii) Course of Action – The AST Board are requested to note the project update..
<p>Consultation</p> <p>Please note which related parties, stakeholders and/or Committees have been consulted</p>	College Board, Regional Partners, Scottish and UK Governments, UHI.
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

Perth College UHI

	<input type="checkbox"/> Recommended with guidance (please provide further information, below)
<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>The next phase in the project development phase is funded through SIF funding already received from UHI. The wider resources are outlined within the I&E within the paper.</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 delay of the first scheduled drawdown 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 College and UHI Curriculum and AST</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 checked="" type="checkbox"/></p>
<p>Its disclosure would substantially prejudice the commercial interests of any person or organisation</p>	<p><input checked="" type="checkbox"/></p>	<p>Its disclosure would constitute a breach of confidence actionable in court</p>	<p><input type="checkbox"/></p>
<p>Its disclosure would constitute a breach of the Data Protection Act</p>	<p><input type="checkbox"/></p>	<p>Other [please give further details] Click or tap here to enter text.</p>	<p><input type="checkbox"/></p>

For how long must the paper be withheld? March 2025

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

Perth College UHI

Paper No. 7

Committee	Finance and Resources Committee
Subject	Estates Update
Date of Committee meeting	14/03/2022
Author	Kevin Lynch, Head of Estates
Date paper prepared	08/03/2022
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
Risk implications	No

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<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>Click or tap here to enter text.</p>
<p>Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>Click or tap here to enter text.</p>
<p><u>Equality and diversity</u> Does this activity/proposal require an Equality Impact Assessment? If yes, please give details:</p>	<p>No</p>
<p><u>Data Protection</u> 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 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>

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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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Estates Update March 2022

Introduction

The following report provides an update of activities within the Estates Department as of 8th March 2022.

Covid 19

We continue to review and monitor the Covid 19 measures we have in place across the campus, which are proving to be effective, but we remain vigilant and closely monitor compliance with the Scottish Government guidelines.

The Head of Estates continues to Chair the Covid Response Group and the group continues to meet weekly to monitor and discuss matters, with the group being an official sub-committee.

Estates Strategy

There is an update meeting scheduled with Faithful and Gould our consultants, on Friday 11th March, to discuss further requirements in relation to space.

Aviation Academy

From an Estates perspective there is no further update on this proposed project at this stage.

Contracts and Tenders

We have entered into a new framework agreement for legionella control, which ensures that the College continues to comply with legislation. We have also entered into a new contract for Kitchen Deep Cleaning and are currently out to tender for Window Cleaning and landscaping. We are continuing to work with APUC on available frameworks for future contracts and tenders.

Estates Department Re-Structure

The proposed Estates department re-structure has been approved by SMT and we are working with HR to progress matters.

Summer Works

We continue to collate information on proposed summer works across the campus to ensure firm plans are in place to alleviate any issues relating to available labour or materials. Operational plans are being produced by all curriculums/departments and this will further inform us of potential works.

Environmental Sustainability

The College Climate Emergency Group, has been created and renamed the Environmental and Sustainability Group and this group will be responsible for the creation and implementation of the Climate Action Plan.

Student Residences

The boilers in the residences are at a stage where breakdowns are causing an issue due to parts unavailable, and we need to look at a phased replacement of the boilers.

We have engaged with a consultant to explore our options which will include exploring what renewable energy options are available to us.

The Scottish Government have also just released a £300 million Heat Network Fund and hopefully we can gain funding from this.

Training

The Head of Estates and Estates Officer are due to attend Legionella Responsible Person training on the 9th and 16th March and again, this ensures that the College remains compliant with legislation.

The Head of Estates has also successfully completed the IOSH Managing Safely course which is compulsory for all College Managers.

Kevin Lynch

Head of Estates

Perth College UHI

Paper No 8

Committee	Finance & Resources Committee
Subject	HR Update
Date of Committee meeting	14/03/2022
Author	Katy Lees, Head of HR & Organisational Development
Date paper prepared	07/03/2022
Executive summary of the paper	Update on key HR issues for the period to March 2021
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)	
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 	

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

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

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

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Finance and Resources Committee HR&OD Update

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

Date: 7 March 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 is a possibility from EIS-FELA on this matter

Equality and Diversity

A new Organisational Development / Equality Diversity and Inclusion Adviser has been appointed and she (Sarah Wood) commenced work in December 2021. Sarah introduced our guest speaker (Khadija Mohammed) at the last Staff Conference day. Khadija spoke about the race within the Education sector and was very well received, and all elements of the Staff Conference Day focused on race and the work identified in the race action plan which is now being taken forward by the EDIT committee.

Stress Survey

The College completed its second stress survey in January 2022 (the previous being in January 2021), new proposals came out from this with a new subcommittee of the Health and Safety Committee focusing purely on Stress, with the Health and Wellbeing Group focusing on all other elements of Health and Wellbeing.

Covid-19

The College continues to mitigate the risk of COVID-19, and the Coronavirus Response Group, a sub-committee of the Health and Safety Committee continues to meet on a fortnightly basis. The College has now implemented a phased return to work for all staff.

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 – Jan)
	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	96
Support	1908	5.9	3161.5	12.65	1557	6.7	1139
Academic	1011	4.5	852	3.46	706	2.8	807
Total	2934	5.19	4048.50	7.88	2263	4.5	2042

The current figures for the 21/22 year are below

	Cumulative (Aug 2020 - July 2021)		Cumulative (Aug 2021 - January 2022)	
	Short Term - Total Sick Days	Long Term - Total Sick Days	Short Term - Total Sick Days	Long Term - Total Sick Days
Management	0	0	32	64
Support	620	937	417	722
Academic	558	148	222	585
Total	1178	1085	671	1371

The data above indicates that our sickness absence levels are going to be higher in 2021/2022 than in 2020/2021 and likely to be in line with those seen in 2019/2020, although it should be noted that the total amount of sickness absence for academic staff after 6 months already exceeds the total amount seen in 2020/2021 and nearly matches the full year amount for 2019/2020. The majority of this sickness absence is due to long term sickness absence.

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

Cold/Flu are becoming visible as a trend for short term sickness absence with Cancer/Stroke or similar medical conditions being the main reasons for long terms sickness absence.

Organisational Development

A new mandatory training “Let’s talk about race” was introduced at the last staff conference day and staff have now been asked to complete this training.

The College has a number of other mandatory trainings but they are on different platforms, and there is a UHI wide team looking to hand these to local colleges to manage. The timeline for Perth College is not known.

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.

Completed at

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

We are supporting 21 academic members of staff to complete their TQFE in this coming year to look to improve our qualified academic staff levels, as these have dropped due to

changes in staffing (qualified staff leaving, being replaced by staff who do not have a TQFE), challenges in accessing the TQFE qualification and the backfill requirements which are part of National Bargaining.

The College passed its GTCS validation process with some minor amendments, and a meeting is in place at the end of April to discuss these with GTCS.

The College has started its professional review process for all staff, with all professional reviews to be completed by the end of February 2022.

Professional Reviews

The College timescale for professional reviews was from October to the end of February 2022. A number of departments have asked for extensions to this deadline due to Education Scotland visiting the College in December, and so the majority of professional reviews are expected to be completed by the end of March 2022.

Equality Diversity and Inclusion Team (EDIT)**Note of meeting held on Thursday 16 December 2021**

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
 David Snowden (DS), Exams Manager, AST
 Kevin Lynch (KL), Head of Estates
 Alexander Weir (AW), Wellbeing & Support Officer
 Madeline Brown (MB), HISA

Apologies: Christiana Margiotti (CM), SDD,CCI
 Charlie Collie, Subject Leader, SVS
 David Gourley (DG), Head of Learning & Teaching Enhancement
 Lorenz Cairns (LC), Depute Principal Academic
 Catherine Etri (CE), Associate Principal (Academic)
 Jane Edwards (JE), UNISON Rep

In Attendance:**Note Taker:** Trudy Guthrie**Summary of Action Items**

Ref	Action	Responsibility	Timeline
7	British Sign Language Update - GM to arrange for 2 BSL training sessions for staff	GM	17.03.2022
8	Disability Discrimination/Disability Pay Gap – update. KFL advised that the new EDI Adviser will deal with this when she takes up her new role	EDI Adviser	17.03.2022
8	Emily Test – GM to feedback progress of Pilot	GM	17.03.2022
9	Carer Positive Employer Scheme - KFL advised that the new EDI Adviser will consider this when she takes up her new role	EDI Adviser	
9	Equality Outcomes for the next 4 years – KFL/GM to meet and bring back update	KFL/GM	17.03.2022

Summary of Action Items

Ref	Action	Responsibility	Timeline
11	Gender Based Violence Training – KFL advised that training will be put in place and Perth will be managing this process	KFL	
12	Equality Outcomes for the next 4 years – update – KFL will take the lead on staff related and GM will take the lead on student related ones. Will bring back to next meeting	KFL/GM	17.03.2022
15	Members updates – <ul style="list-style-type: none"> • KFL/MB to meet in January to discuss the anti-racism action plan along with TPK • KFL to contact Colleges Scotland re Menopause Policy • KFL asked TG to add ToR to next agenda along with Feedback to EDICT 	KFL/IB KFL TG	

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> <p>None.</p>	
<p>3. Minutes of previous meeting</p> <p>The minutes of the EDIT meeting held on 16 September 2021 were approved as an accurate reflection of the discussions that had taken place.</p> <p>KFL asked that MB from HISA be added to the attendees for this meeting.</p>	

Item	Action
<p>4. Matters Arising not included elsewhere on the Agenda/ Review of Actions from previous meeting</p> <p>4.1 Anti Racism Action Plan</p> <p>KFL distributed this to all and advised the SLWG has now ended because their purpose and ToR was to create and have a Board approved action plan, this will now be passed to us to deliver it. All discussed and it was noted that it should have made reference to the student experience not student services. This will be brought to the next meeting to discuss how to implement the action plan.</p>	
<p>5. UHI Equality, Diversity and Inclusiveness Policy – update</p> <p>No update.</p>	
<p>6. Policy/Procedure Approvals</p> <ul style="list-style-type: none"> • None for this meeting. 	
<p>7. British Sign Language – update</p> <p>GM advised that his team have been working with a BSL student for the past year. Training is available and believes this would be valuable for the staff who are working with this student and for future students. It's useful to identifying the barriers that deaf and hard of hearing people face. UHI are looking at deaf awareness for staff in general so this training is specifically for this student. KFL suggested arranging 2 two sessions which GM will arrange.</p>	GM
<p>8. Emily Test</p> <p>GM stated this is a Scottish Government initiative named after Emily Drewitt who took her life in 2016 after being subject to gender-based violence at University. The initiative is to reduce this abuse in Scottish Education Establishments. GM explained this in detail. Putting this in place will entail a high financial cost so research needs to be carried out before we can implement. All discussed how we can identify what we as an institution do to reduce gender-based violence.</p> <p>There is a pilot currently in place and KFL asked GM to feedback the progress of this for the next meeting.</p>	GM
<p>9. Equality Outcomes for the next 4 years – update</p> <p>GM and KFL to meet in January and bring this an item for next meeting.</p>	KFL/GM

Item	Action
<p>10. Mainstreaming Equalities and Equality Reporting – Update</p> <p>KFL advised that reporting was completed in April this year and next report not formally required until April 2023 however will review in 2022.</p>	
<p>11. Equality, Diversity & Inclusion Adviser</p> <p>KFL said our new adviser starts on Monday 20th December and gave a brief overview of her initial remit.</p>	
<p>12. EDIT Members Updates – any other items not included elsewhere on the Agenda</p> <p>KFL advised about UHI EDICT and stated their updates have been useful with regards to this meeting.</p> <p>GM – No update.</p> <p>MB – As requested by this group HISA asked if any students wanted to join the Anti Racism SLWG but there was no interest. The Afro Caribbean Society has been restarted but are struggling to recruit. RW has now successfully completed her BSL course. Discussed other projects in the pipeline.</p> <p>KFL/MB to meet in January to discuss the anti-racism action plan along with TPK.</p> <p>KL – No update.</p> <p>SOH – No update.</p> <p>IB – Advised that the Nationally agreed Menopause Policy is currently being discussed and KFL will ask Colleges Scotland where they are with this policy before implementing within Perth College.</p> <p>DS – No update.</p> <p>AW – No update.</p> <p>KFL – Asked all for input so she can feedback to EDICT. Asked TG to add this as a standing agenda item - Feedback to EDICT. KFL stated that we are looking to get the advanced HE anti-racism training into place for the February staff development day.</p>	<p>KFL/IB</p> <p>KFL</p> <p>TG</p>
<p>13. AOCB</p> <ul style="list-style-type: none"> • None. 	

Item	Action
<p data-bbox="156 190 750 235">14. Date and time of next meetings:</p> <ul data-bbox="311 257 566 302" style="list-style-type: none"><li data-bbox="311 257 566 302">• 17 March 2021 <p data-bbox="255 336 1220 414">All meetings are on Thursday, 09.30-11.30am, via Microsoft Teams VC.</p> <p data-bbox="255 459 574 504">Meeting End: 10.05</p>	

DRAFT

JNC : Support Staff

Paper 9b

Note of Meeting held on Thursday 9 December 2021
1.30pm, by Microsoft Teams VC

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

Support Staff Representatives

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

Apologies: Rob Reed (RR), Unison

In Attendance: Iain Wishart, Director of Finance, for item 3 only

Note Taker: Carolyn Sweeney-Wilson (CSW)

Summary of Action Items

Ref	Action	Responsibility	Timeline
3.	Finance – update <ul style="list-style-type: none">Going forward, each quarter, IW to provide a summary of spending on external consultancies.	Iain Wishart	Quarterly
4.	Review of Actions / Matters arising not included elsewhere on the Agenda: 4.1 <u>VS Applications – update on actions</u> <ul style="list-style-type: none">KFL and JE to meet outwith the JNC to discuss the specific examples JE mentioned which she felt were a breach of the working time directive. 4.2 <u>Additional Closure Days: issue re Part-time staff – update on action</u> <ul style="list-style-type: none">KFL and JE to meet outwith the JNC to have a discussion regarding part-time staff	 Katy Lees, Jane Edwards Katy Lees, Jane Edwards	 03/03/2022 03/03/2022

Summary of Action Items

Ref	Action	Responsibility	Timeline
	being asked to pay back time for closure days.		
6.	TOIL Guidelines – update <ul style="list-style-type: none"> Unison to feedback to KFL on their meeting with EIS, before the next JNC. 	Unison	03/03/2022
7.	Facilities Time <ul style="list-style-type: none"> College Unison Reps to discuss Management's Facility Time proposal with their Branch and to feedback to Management. Upon receipt of that feedback, Management to review their proposal and discuss further with Unison at the next JNC meeting. Unison to notify KFL if they recruit any new Reps and what, if any, particular roles they might hold. 	Unison SMT Unison	03/03/2022 03/03/2022 03/03/2022
8.	Staff Engagement Group – update <ul style="list-style-type: none"> KFL to send Unison Reps a copy of the committees at which Unison was represented. Unison to advise which committees the remaining Reps would attend. 	Katy Lees Unison	03/03/2022 03/03/2022
10.	COVID-19 – update SMT to review their decision not to give staff a half day's leave on 22 nd December.	SMT	22/12/2022
11.	Staff Governance Code SLWG – update 11.1 <u>Staff Governance Code Proposal ToR</u> <ul style="list-style-type: none"> KFL and JE to meet to discuss the ToR for the consultation on the Staff Governance Code proposal. 	Katy Lees, Jane Edwards	03/03/2022
13.	Unison Items 13.1 <u>Right to be Accompanied</u> <ul style="list-style-type: none"> KFL and JE to review the right to be accompanied guidance, outwith this meeting. 	Katy Lees, Jane Edwards	03/03/2022

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 30 September 2021, having been circulated, was approved as an accurate reflection of the discussions that had taken place.</p>	
3.	<p>Finance – update</p> <p>IW had distributed a financial summary to JNC members prior to the meeting and he reviewed this document for the benefit of those attending.</p> <p>The performance for the first 3 months of the year was showing a profit of approximately £500K against a budgeted figure of £626K loss.</p> <p>Looking at some specific areas, on the income side, IW said it was slightly ahead of budget due to unbudgeted ESIF income of approximately £185K.</p> <p>Regarding staff costs, this was £438K better than budget. Within that, the budget contained salary increases that had not been agreed yet, so they were not through the Actuals. Also, student numbers were down against target, which had resulted in less recruitment of some of the temp staff that was budgeted for. This was, therefore, showing a better performance against budget as a result of the lower than expected staff recruitment.</p> <p>In terms of non-staff costs, there were still activities that were not happening eg travel. There had been a reduction of spend against budget, due to COVID etc. However, IW has had to assume that there would be this spend, which had been budgeted for. This was looking like a similar level of spend from last year to this year.</p> <p>IW said that some considerations were included. In particular, that it was not a likely possibility to see profit of £500K every 3 months. The other activities to consider included the ESIF income, which the Auditors may request be pulled back into last year’s budget, as it related to courses run in the prior year. If that were to happen, this would then reduce the income down.</p>	

Item		ACTION
	<p>There was also a strong rumour going around that SFC may claw back funds due to low student recruitment. This would be a particular risk to Perth due to low HE recruitment and that risk could be to the value of £1-1.5M of clawback, so that could reduce income for the year by up to £1.5M.</p> <p>Staff were also indicating that some of the non-staff spend that they had budgeted for in Q1 would still take place and it would happen after Christmas.</p> <p>IW advised that it may be possible to carry forward £2-300K in income from last year, which related to the courses that were being carried forward to this year.</p> <p>There was nothing indicating anything more than break even for the year, but if the SFC clawback went ahead that position would be at risk.</p> <p>JE asked for an update on the overpayment of salaries.</p> <p>IW said that at 7th December, there was still money to recoup from 37 members of staff and KFL was sending out a letter to each member of staff about recouping that money. 14 of the 37 now had payment plans in place.</p> <p>KFL advised that some of the staff from whom money had to be recouped had now left the College. There were also some staff off on long-term sickness and depending on that reason, will depend on the level of contact the College would have with them.</p> <p>MC said that it had been agreed with the Auditors that they would carry out an internal audit, commencing on Monday.</p> <p>JE queried how much money the College was spending on external consultancies, as she had noticed that SocialOptic were being used again and they had previously been used for the staff survey. She had also noticed a reference to the College using a PR agency.</p> <p>MC said that SocialOptic had previously been used for the staff survey, which was jointly funded by Perth and UHI, who paid half each. SocialOptic were also working on the College Strategy Development. The contracts for all these items had gone to tender through the formal APUC process. MC said the reason the College was using SocialOptic was that the College did not have the in-house technology to run these surveys to gather data and provide the statistics and feedback required. In regard to the PR agency, MC confirmed that the College was using one.</p> <p>IW provided some information on costs through the accounts for Q1, which included: Provision of student and staff support from Rowan; Needs Assessment for student support; ASW used Indigo Consultancy for the application for the proposed football pitches.</p>	

Item		ACTION
	<p>LC said that 'Needs Assessment' was a service the College always used and it was for help with the PLSPs for students.</p> <p>KFL queried if this was the type of information Unison would require at JNCs going forward.</p> <p>JE said that would be helpful to have a guide idea of what the College was spending money on and what for.</p> <p>Action: Going forward, each quarter, IW to provide a summary of spending on external consultancies.</p> <p>KFL thanked IW and he left the meeting.</p>	<p>IW</p>
4.	<p>Review of Actions / Matters arising not included elsewhere on the Agenda</p> <p>4.1 <u>VS Applications – update on actions</u></p> <p>The action from the last meeting to be carried forward to the next JNC. However, KFL advised that the scheme had been opened for round 3 and then closed, but received very few applications. KFL said the College had permission to run the scheme again up to the end of July 2022.</p> <p>Action: KFL and JE to meet outwith the JNC to discuss the specific examples JE mentioned which she felt were a breach of the working time directive.</p> <p>4.2 <u>Additional Closure Days: issue re Part-time staff – update on action</u></p> <p>The action from the last meeting to be carried forward to the next JNC.</p> <p>Action: KFL and JE to meet outwith the JNC to have a discussion regarding part-time staff being asked to pay back time for closure days.</p> <p>4.3 <u>Professional Services</u></p> <p>This item to be removed from agenda and Unison to advise if they would like it to be added back at some later date.</p>	<p>KFL, JE</p> <p>KFL, JE</p>
5.	<p>HR Statistics & Updates (Paper 2)</p> <p>Going forward, KFL said she aimed to provide further information on other HR stats for JNC members, but was not able to provide them for today due to a capacity issue.</p> <p>The data in paper 2 had also been presented at the H&S Committee, prior to this meeting. The information provided covered the period up to the end of October. As expected, sickness for this</p>	

Item		ACTION
	<p>period was higher than the previous year. KFL said there was more short term sickness, the main reason given for this this was cold/flu. There was a high number of people on long term sickness absence, including those for cancer/stroke and similar conditions and HR were supporting staff with regard to this.</p> <p>JE queried when the new recruited HR staff would be commencing and expressed concern to hear that there was a capacity issue in HR. She felt this was worrying when staffing within HR had been increased and there was an ongoing Organisation Change Process (OCP) taking place.</p> <p>KFL said the capacity issue was mainly down to the time of year, where there was a lot of additional work, including the early payroll in December and January, along with filling the 3 vacant HR posts. HR had also been inundated with requests for information, some of the information not being readily available meant it had taken time to collate. There was also quite a lot of other recruitment going on in the College, so a number of things had to be put on hold until all the deadlines had been met for the requested data.</p> <p>JE queried if the Business Partner role was being re-advertised for the third time and KFL confirmed it was and also if HR were concerned about staff turnover and why so many people were leaving.</p> <p>KFL indicated that this was something the Board were monitoring and were looking to see if there was high turnover in specific areas. However, there were also a number of people choosing to take early retirement; or because of hybrid working, people were moving to areas they wanted to live etc.</p> <p>JE queried if HR were routinely carrying out exit interviews for reasons why people were leaving and for any trends coming through.</p> <p>KFL said that every leaving member of staff was sent a leaving questionnaire and the completed ones were then reviewed. However, it was not compulsory for leavers to complete the questionnaire. HR were also aiming to hold Induction Focus Groups shortly after staff commence employment at the College, to see if there was anything more that could be done.</p> <p>In terms of the OCP that was in progress, JE asked at what point were HR going to abandon the idea that another Business Partner could be recruited. That would leave HR one person short and, if that was the case, she queried if the OCP would be changed, so another person, at a different level, could be considered.</p> <p>KFL said the advert that had just gone out was the third time the post was advertised. After this round of advertising and interviews, and if no-one was appointed, then KFL said she would review the</p>	

Item		ACTION
6.	<p>situation at that point. If someone was not recruited KFL would look at what the short, medium and long term implications were for HR.</p> <p>TOIL Guidelines – update</p> <p>KFL referred to the amendment to the Guidelines, which was on page 2, the last sentence at the end, and related to what would happen if someone was not able to take TOIL. KFL indicated she had added in a line about extenuating circumstances and very much wanted this to be a managed process and to see where a manager refused TOIL and to understand the reason why.</p> <p>JE said that Unison wanted to defer a decision on this as they wanted to have a conversation with EIS colleagues first, if it was going to be an organisational-wide guidelines.</p> <p>KFL indicated that the TOIL guidelines for Academic staff were different from the Support Staff guidelines, in terms of timings, and this had already been discussed with EIS.</p> <p>JE said that concerned her even more and she did not like the idea that there were differences, although she understood there might need to be some differences due to national agreements. This item would need to be deferred so they could speak to EIS.</p> <p>KFL said this was something that was agreed was an issue within the College and wanted to conclude it as soon as possible.</p> <p>Action: Unison to feedback to KFL on their meeting with EIS, before the next JNC.</p>	
7.	<p>Facilities Time</p> <p>KFL recapped that the proposal at the last JNC was for 7 hours per week in total and JE had provided an alternative proposal. SMT had now reviewed what they felt was fair, appropriate and reasonable and also gone through ACAS guidelines in terms of this and Management’s proposal remained 7 hours per week. This equated to 364 hours of trade union facility time.</p> <p>KFL said SMT had wanted to allow the split of time to be decided by Unison officials, but JE had indicated to Management that Unison wanted SMT to make that allocation. In terms of that, SMT would be looking at 150 hours for JE, 100 hours for WF and 114 hours for RR.</p> <p>KFL advised that RR had more hours because Unison had now advised that RR was their Union Learning Rep, which was not known before 2nd December and KFL said she did not think Unison had previously advised SMT of that. KFL said that Unison had also not advised SMT that RR had met the formal training conditions for that role and requested that Unison provide her with that information.</p>	Unison Reprs

Item	ACTION
<p>The hours did not include any branch or national duties as this would be outside the scope of the local facility time. For national roles there was some agreed national facility time and if anyone had a national role, SMT would expect a conversation to take place and the College would accommodate that. However, for Branch roles, this was outside facility time, and if anyone held a Branch role then Unison Reps would need to advise when they were doing that and the College would then expect time to be made up for the time taken to carry out any Branch roles.</p> <p>KFL said that Management felt the proposal they offered was fair and reflected the number of support staff that Unison represented within the College.</p> <p>JE said that the Branch position was for all local Reps to be given 7 hours per week, per Rep, and the time was to be taken on a Friday.</p> <p>JE said it was also her understanding that RR would be stepping down as a Rep at the end of the year.</p> <p>KFL queried if this was for branch work.</p> <p>JE said no, this would be for Reps to carry out their local steward duties.</p> <p>KFL said she did not believe she was aware of any national agreement with the Employers Association on JE's proposal.</p> <p>MC said this was the first she had heard of this. There had been a discussion at the Employers Association about national facilities time but no agreement had been reached on that. There certainly had been no agreement on 7 hours per local branch official, to be taken on a Friday. MC said she noted the position of the Branch, but this was not the College's position.</p> <p>WF said that the union had taken an averaged position, over all the colleges, which was where the 7 hours per Rep figure had come from. However, he said he would be happy to take the facilities time on any day, rather than it just being on a Friday. Local Reps were inundated with a lot of work and if RR stepped down then facility time would need to be increased for both WF and JE. If this was not agreed nationally they would like it to be provisionally agreed locally.</p> <p>KFL said she agreed with WFs comment about the specific day and time, because things did vary day to day.</p> <p>MC said, effectively, Unison were asking for 14 hours per week and if RR was replaced, that would then move the number of hours up to 21, when Management were proposing 7 hours in total. This was not something Management would be prepared to agree to.</p> <p>JE said it was not enough to have 7 hours per week between 3 people and they would want to discuss this with their Branch. This</p>	

Item		ACTION
	<p>would not scratch the surface of the time Unison Reps needed and they would be registering a disagreement to this, as it was not enough. JE suggested that Management review their offer and Unison would also bring this back to the next JNC, after discussions with their Branch.</p> <p>KFL said Management had made their position clear, but would welcome Unison's feedback from the branch.</p> <p>JE queried if Management were indicating, regardless of what the Branch said, that they would be immovable on the 7 hours in total. If so, Unison would need to formally register a failure to agree.</p> <p>KFL said no, Management had agreed to wait on Unison receiving feedback from their Branch first. Also, because JE had asked Management to review its proposal, there would be no point in Management reviewing their offer without understanding the position of College Unison Reps and their Branch.</p> <p>KFL also asked Unison to formally notify her of when RR was stepping down as a Unison Rep and, if Unison recruited any new union officials, to let her know and also if they would hold any particular roles such as H&S or Learning Reps.</p> <p>JE said it was Unison's understanding that RR would be standing down with effect from 31st December 2021.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • College Unison Reps to discuss Management's Facility Time proposal with their Branch and to feedback to Management. • Upon receipt of that feedback, Management to review their proposal and discuss further with Unison at the next JNC meeting. • Unison to notify KFL if they recruit any new Reps and what, if any, particular roles they might hold. 	<p>Unison</p> <p>SMT</p> <p>Unison</p>
<p>8.</p>	<p>Staff Engagement Group – update</p> <p>KFL advised that the Staff EG meeting was held on 7 October 2021.</p> <p>KFL said she did ask the group for some very broad feedback on the Staff Governance Code, in terms of how they felt about communication. KFL said she did not refer to anything that was specifically TU related and a note of that feedback was available in the minute.</p> <p>JE queried where the committee minutes were kept.</p> <p>CSW advised there was a central point on PerthNet for all 'committee approved' minutes of staff committees. Draft minutes would only be available to a particular committee's members only.</p>	

Item		ACTION
	<p>KFL said that if Reps wanted a copy of that section of the minute, in advance of the minute being approved, she would be happy to circulate it Unison Reps.</p> <p>JE queried if the ToR for the Staff EG committee included representatives from the two trade unions.</p> <p>KFL confirmed that both unions were represented and that RR was Unison's Rep on this committee.</p> <p>KFL said that if RR was stepping down, she could send Unison a list of the staff committees and she would appreciate it if they could advise which Reps would likely attend the meetings going forward. KFL wanted to ensure that the meetings included Unison Reps and also to ensure copies of minutes were sent to the right person.</p> <p>Actions:</p> <ul style="list-style-type: none"> • KFL to send Unison Reps a copy of the committees at which Unison was represented. • Unison to advise which committees the remaining Reps would attend. 	<p>KFL</p> <p>Unison</p>
<p>9.</p>	<p>Health and Wellbeing Group (HWG) – update</p> <p>KFL advised that the HWG had met again and had also provided an update to the last HSC meeting.</p> <p>There was to be a review of the Staff HWG in terms of going out to the members of this Group to ascertain their feedback on how effective they felt the group had been, what they would look to change etc. KFL noted that the HWG was a formal sub-committee of the HSC.</p> <p>There would also be another Stress Survey in January 2022 and the output from that would be compared with the first survey. The results of this review would be submitted to the HSC in February, along with the feedback from HWG members, to look at what had and had not been addressed and what impact any of that had and what should be done going forward.</p> <p>JE wanted it minuting that it was disappointing that there had been zero output from this group and, with a Stress Survey carried out in January 2021, not one single action had been taken in a year indicating the output from the HWG. There had been no communication out to staff at all about the outputs from this group.</p> <p>KFL corrected JE on her assertions and advised that the Action Plan (AP) was published and was available to all staff.</p> <p>JE pointed out that the AP actions were due to be completed by the end of November and it was now December. The AP and the Organisational Risk Assessment gave rise to some actions, but none of those actions had been completed.</p>	

Item		ACTION
10.	<p>COVID-19 – update</p> <p>KFL said that a number of actions had been completed, perhaps not as fully as liked. However, it would be wrong to say that no actions had been completed. Also, there was TU representation from Unison on that group.</p> <p>JE said that from looking at the minutes, there appeared to be outstanding actions.</p> <p>KFL agreed there were and this was why all of this was being reviewed by the HSC, which was the formal committee that would look at that, to see what could be done going forward to make it better.</p> <p>There followed a further detailed discussion between JE and KFL about the work of the HWG and the output, or lack thereof, from this group. JE wanted it minuted that Work Related Stress was a huge issue and Unison were very concerned about this, which was why it was important to move forward with the actions from the survey. KFL said the College had a very strong commitment to address this issue and this was why the work of the group was being reviewed.</p> <p>KFL thanked everyone for their feedback on the Guidance on Working from Home.</p> <p>LC said that little clarification had been received yet from Colleges Scotland; some had been received, but still not enough. It was a very fluid situation right now and he thanked TUs for their support of what the College was trying to introduce. Putting anything else in place just now would be pre-empting what the SG might introduce.</p> <p>LC discussed student retention and expressed concern about students who were withdrawing and the concern that if courses go online, it was potentially likely that more students could withdraw.</p> <p>WF said that in the communication to students, while there would be an emphasis on working from home for staff where possible, he felt there should also be an emphasis on students studying from home as well. This would then minimise the number of people on campus.</p> <p>There followed a discussion about this and Management were very clear that those students who needed to be on campus, were the ones that actually needed to be on campus for their programmes. There were still students currently attending their courses online. Management stressed that if these students were not on campus there would likely be further withdrawals and it had already been discussed how much of an impact that would have on the College's income.</p> <p>JE then raised the matter of the half day leave for staff on 22nd December and that Management had now made this a full working</p>	

Item		ACTION
	<p>day. JE said she felt there would be a backlash about that and queried if there was a reason why Management had not given this traditional half day this year.</p> <p>MC said SMT had looked at what had happened throughout the year and, as it was not known how many staff would be on campus that day, it had been decided to normalise it as a full working day.</p> <p>JE said she felt this would be a real dent to staff morale and people would also have already booked Christmas lunches etc. Unison Reps asked if Management would reconsider their decision in regard to this.</p> <p>MC agreed to have another look at this.</p> <p>Action: SMT to review their decision not to give staff a half day's leave on 22nd December.</p>	SMT
11.	<p>Staff Governance Code SLWG – update</p> <p>11.1 <u>Staff Governance Code Proposal ToR</u></p> <p>Action: KFL and JE to meet to discuss the ToR for the consultation on the Staff Governance Code proposal.</p>	KFL, JE
12.	<p>Policy & Procedures Approval</p> <p>The action from the last meeting to be carried forward to the next JNC.</p> <p>Action: KFL and JE to review the College RPA and NRPA to confirm which areas could be reviewed by the College.</p>	KFL, JE
13.	<p>Unison Items</p> <p>13.1 <u>Right to be Accompanied</u></p> <p>The action from the last meeting to be carried forward to the next JNC meeting.</p> <p>Action: KFL and JE to review the right to be accompanied guidance, outwith this meeting.</p> <p>JE referred to the legal right to be accompanied and the custom and practice right to be accompanied and said she would want to discuss this with KFL at their meeting.</p>	KFL, JE
14.	<p>AOCB</p> <p><u>Unison Items:</u></p> <p>JE said she would like to know what training Investigating Officers were receiving and if none, would like to see this being addressed.</p>	

Item		ACTION
15.	<p>JE also wanted to discuss the ongoing situation in one of the College's Professional Services departments, with regard to the disciplinary situation now that those processes had been concluded.</p> <p>There was a discussion about the level of staffing within this department and how that affected the operation of the College, which Unison expressed grave concern about. Management noted that further staff were being recruited and they were just going through their vetting processes and would be starting in January 2022. In response to a query from JE, Management confirmed there was no agenda to move to private contractors on a permanent basis.</p> <p>In response to a query from WF regarding considering the employment of bank staff, or agencies, KFL said it was hard to recruit bank staff, particularly if they were then not needed. This was an ineffective way of recruiting staff, but a number of different options had been tried in order to recruit staff.</p> <p>JE expressed concern about the situation between certain staff members in this department and about the processes for supporting the staff and interventions that may be needed in this team.</p> <p>LC said there was a process that needed to be followed if someone felt aggrieved about the behaviour of a member of staff. If someone was distressed, then no-one would want to see anyone in that state. However, it would require to be investigated and what was said by whom and to ensure that both sides had their say. However, regarding this team in general, LC was in discussion with the Head of Department to ensure that the College was able to operate safely and that a service was provided.</p> <p>Date and time of next meeting:</p> <ul style="list-style-type: none"> Thursday 3 March 2022 <p>All meetings are on Thursdays, 1.30pm – 3.00pm</p> <p>Meeting End Time</p> <p>The meeting concluded at 14.57.</p>	

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PERTH COLLEGE UHI

JNC : Lecturers

Paper 9c

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

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

Academic Staff Representatives

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

Apologies: N/A

In Attendance: Iain Wishart (IW), Director of Finance – for item 3 only

Note Taker: Trudy Guthrie

Summary of Action Items

Ref	Action	Responsibility	Timeline
4.	Review of Actions / Matters Arising not included elsewhere on the Agenda:		
	4.4 Staff Governance Code – CSW to arrange a joint JNC meeting to discuss	CSW	Asap
	4.5 GTCS Registrations & Requirements – KFL to send out a communication	KFL	Asap
6.	Leisure Tutors - Arrange a JNC with EIS and the Leisure Tutors	KFL/CSW	Asap
9.	Covid 19 Update – Distance Awareness Scheme (Yellow Shield), KFL/KC to find out more about this for implementation in College. SOH to bring back feedback from members re returning to Campus.	KFL/KC SOH	03.03.2022 03.03.2022

Minutes

Item		ACTION
1.	<p>Welcome and Apologies</p> <p>KFL welcomed everyone to the first scheduled JNC for Lecturers meeting, in particular MC welcomed Scott Innes (SI), who was attending his first JNC.</p> <p>There were no Apologies.</p>	
2.	<p>Minute of Previous Meeting</p> <p>The minute of the meeting held on 9 September 2021, which had been previously circulated, was approved as an accurate reflection of the discussions that had taken place. SOH pointed out that Euan Black's name was spelled incorrectly.</p>	
3.	<p>Finance Update</p> <p>IW updated on the 2021 financial performance and advised that Finance have just started closing the Colleges' 6 months accounts. The Scottish Government have been talking about flat cash for Colleges for a few years as they redistribute monies to environmental impacts. IW has carried out a high-level look at the College and based on what we had for 21/22 from direct funding we could lose £400k next year. Also moving into higher National Insurance costs which could cost us an extra £120k. Inflation is starting to rise quickly compared to other years and may rise to 5%. This could lead to a funding gap next year of £730k for Perth College.</p> <p>The Scottish Funding Council are talking about a redistribution of credits. IW has a meeting with UHI Finance Directors to see what this will mean for us. Based on numbers from EO it could cost us in excess of £300k. MC detailed the shortfall on both FE and HE numbers in our College and the situation in other Colleges.</p> <p>MC voiced concerns regarding FE support. The potential for raising this at the UHI Court was discussed. MC will ask BC to speak at the Court about these concerns.</p> <p>LC stated that we are 14% below applications from last year and we need to put a strategic vision in place. SOH asked for a summary finance document to be produced ahead of future meetings to give the group an opportunity to prepare questions in advance.</p> <p>KFL thanked IW for his input and IW then left the meeting.</p>	
4.	<p>Review of Actions / Matters Arising not included elsewhere on the Agenda</p>	

Item		ACTION
4.1	<p><u>TOIL – update</u></p> <p>Action: KFL to clarify in the TOIL document that the reference to maximum 35 hours TOIL, referred to a period of time and once taken, TOIL could be accrued again, up to a maximum of 35 hours. KFL to also provide some examples in the document. Once updated, KFL to send the document to EIS for their approval.</p> <p>KFL has amended the doc to accruing 35 hours at any one point. All approved the distribution of the document.</p>	
4.2	<p><u>Timetabling Protocols – update on actions</u></p> <p>Action: KFL to supply a copy of the Timetabling Protocols to EIS Reps and also upload it to the HR area on PerthNet, so EIS members could view it.</p> <p>This has been completed and KFL stated that she will be looking at the 22/23 timetabling in March.</p>	
4.3	<p><u>Health and Wellbeing Group – update</u></p> <p>Action: KFL to feedback on the HWBG work, in relation to the Stress Survey Action Plan, at the next JNC meeting.</p> <p>KFL confirmed the stress survey has closed and a comparison with last years results will be going to the Health & Safety Committee.</p>	
4.4	<p><u>Staff Governance Code</u></p> <p>Action: KFL to organise a joint meeting of JNCs to discuss the Terms of Reference for the Staff Governance Code SLWG.</p> <p>Arrange a joint JNC meeting to discuss this - CSW</p>	CSW
4.5	<p><u>GTCS/TQFE Update</u></p> <p>Action: KFL to provide stats on GTCS registrations, validation event proposed dates and stats on TQFE.</p> <p>KFL advised that we have 21 people going this year and 22 next year on TQFE.</p> <p>GTCS meeting concerns raised about eligible people who were not registering for this. We will remind people they should be registering when they are eligible. SOH stated there are concerns with the costs for staff involved in this also that some staff don't understand this is a requirement. KFL stated that deductions will come out of salary as this is a requirement of the GTCS. SI asked for a communication to be sent out. KFL will draft this and send on.</p>	KFL
4.6	<p><u>Voluntary Severance – update on actions</u></p>	

Item		ACTION
	<p>Action: KFL to arrange a meeting with EIS, in the next fortnight, to start formal consultations with EIS.</p> <p>KFL advised that after round 3 of the voluntary severance, 1 academic has accepted from the language centre and we will not be replacing this position as numbers are down in that area.</p> <p>Action: KFL to note that discussions with EIS, re the OCP within STEM, to take place at the meeting to discuss the Leisure Tutors OCP</p>	
5.	<p>HR Statistics & Updates (Paper 2)</p> <p>Absences from August to October 2021. KFL took said most had been short term sickness such as cold and flu, the long term absences are being supported by HR.</p>	
6.	<p>Leisure Tutors</p> <p>LC stated we are looking at alternative concepts for the leisure tutors to utilise their skills in the best way. KFL said we will arrange a JNC with the leisure tutors and EIS to discuss what options are available in attendance will be SOH/SI/KFL/LC/DL.</p>	KFL/CSW
7.	<p>Job Descriptions</p> <p>Music Lecturer role – SOH queried the job description. Detailed her queries and agreed to join KFL for a separate meeting with SI to discuss.</p>	
8.	<p>Policies and Procedures Approval</p> <p>None for this meeting.</p>	
9.	<p>COVID-19 - updates</p> <p>MC still not received any further guidance from the Scottish Government. Colleges Scotland will keep pressurising the Scottish Governments for updated guidance.</p> <p>SI queried the Distance Awareness Scheme and asked if the College will be joining this scheme. KFL gave a brief explanation of this scheme (Yellow Shield) and will liaise with KC to find out more about it.</p> <p>SOH advised they will be holding a branch meeting and asking for feedback from staff on their thoughts about returning to Campus. Will bring this information to the next meeting.</p>	KFL/KC SOH
10.	<p>AOCB</p>	

Item		ACTION
	SI asked about the days off for the Queen's Platinum Jubilee date of 3 rd June. MC asked for this information to be added to the weekly newsletter tomorrow.	
11.	<p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • Thursday 3 March 2022 <p>All meetings are on Thursdays, 3.00pm – 4.30pm</p>	
	<p>Meeting End Time</p> <p>The meeting concluded at 16.24.</p>	

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Staff Engagement Group

Paper 9d

Minutes

- Date and time:** Thursday 13 January 2022, 09.30am
- Location:** VC – Microsoft Teams
- Members present:** Craig Lindsay (CL), Lynne Taylor (LT), Sara O’Hagan (SOH), Jacqui Allison (JA), Lesley Sutherland (LS), Kathleen Connor (KC), Lee Dunn (LD), Richard Fyfe (RF), Kristine Walker (KW), Helen Roger (HR)
- Apologies:** Katy Lees (KL), Head of HR & OD,
- Chair:** Lorenz Cairns (LC), Depute Principal Academic
- Note Taker:** Trudy Guthrie

Minutes

1. Welcome and Apologies

LC welcomed everyone to the meeting.

Apologies were noted.

2. Additions to the Agenda for AOCB

None.

3. Minutes of Previous Meeting

The minutes of the previous meeting, held on 7 October 2021, were approved as an accurate reflection of the discussions that had taken place.

4. Matters arising not included elsewhere on the agenda / review of actions from previous meeting:

5.1 Covid 19 – LC to arrange new signage for lift with KL. – LC advised there is now small signage and the use of lift appears to have abated. LC to liaise with HISA re encouraging students to wear masks etc – meeting next week to bring forward an initiative to encourage more responsibility to wear masks. HISA also having

Action

Action

a separate meeting this week to see what they can do to encourage the wearing of face masks.

LC to contact ICT to find a solution to making staff badges available – this is now complete.

10.1 Future agenda items – ALL to email KFL/TG with suggestions for items – ongoing.

5. Covid-19**5.1 Update**

LC advised that the fortnightly Covid Response Group met yesterday, however there is no update from the Scottish Government until 17th January when we are expecting an easing of restrictions. In the meantime, we are not changing any of our restrictions. Isolation rule changes have been incorporated in our flow charts on our website.

6. HR**6.1 Update**

LC read an email information on items 6, 7, 8 and 9 from KFL. Demi Cramb has now started as HR Assistant and Sarah Wood as OD/EDI Adviser. We are now in professional review time and these need to be completed by the end of February. Briefing sessions are being arranged over the coming weeks if staff wish to attend.

7. National Job Evaluation Project

This project is still continuing with no timescales in place. There is now a more active National Pay and Grading project group looking at the possibilities of what to do with the data but this is still at a very early stage. KFL is the UHI representative on this group.

8. Health & Wellbeing Group – Update

This group continues to meet and its outcomes will be reported back to the next Health & Safety Committee in February. The latest Stress Survey is live and we would encourage everyone to complete it. The H & W Group is reviewing its purpose to enable it to contribute more to the wellbeing of all.

Action**9. Staff Conference Days**

LC asked for feedback on Staff Conference Days, what works, what doesn't and suggestions for future days. LC stated that David Gourley is undertaking a larger review and would welcome any feedback or thoughts. All discussed and suggestions are listed below:

- A form of speed dating would be useful to allow people from different departments to learn pertinent points about other departments in the College. All stressed the importance of getting to know other areas as we need to bond together as a group i.e. professional services and academic
- The blended format at the last conference was not viewed as a success as people working from home couldn't hear what was going on in the lecture theatre. LC advised that the next one is going to be wholly online
- SOH queried the lack of backdated support pay being addressed
- Time for mandatory training could be allocated during the day as some staff struggle to make time to do this
- There needs to be value put on the outputs of the day to make it meaningful and worthwhile
- Too many training options in one day and unable to do all of them, perhaps they should be spread out throughout the year rather than all crammed into one day
- Perhaps not 4 full days a year maybe smaller sessions during the year
- Our aim would be to have a staff conference programme which is met with positivity and which must be meaningful and have purpose
- It would be good to have the sessions from the day available online after the conference day
- LC will ask David Gourley to attend the next meeting to discuss this further

LC**10. Future Agenda Items**

LC suggested that to fulfil the purpose of these meetings he would like everyone to forward agenda items of interest to KFL/TG.

ALL

Action

11. Group Member Updates
(any other updates not included elsewhere on the Agenda)

LD – The Nursery now have a new Manager currently covering maternity leave. Staff feel confident with the job she is doing. The impact Covid has had in the Nursery has been very difficult with staff sickness etc but we have supported each other well. LC said the Care Inspectorate report was very complimentary about the Nursery and asked that LD pass on his congratulations to the team.

KC – The library reopened on Monday 10th January and is back to normal hours. Seeing quite a lot of students in studying every day and there is a better use of face masks. Still supporting students online. Several library inductions have also been completed. We are supporting the Scottish Government Autism campaign, 'Different Minds One Scotland' with a display in the library. The Careers team are busy with UCAS applications at the moment.

SOH – Good to see the new Stress Survey is out and would like it heavily promoted to encourage staff to complete it. Sickness levels are at a record low and is worried that staff are not taking care of themselves. Hopes that the responses to the survey are recorded and acted on. LC thanked SOH for her contribution to helping staff.

JA – Was visited by a student who told JA she was the granddaughter of someone JA had previously taught. LC thinks this is a good news story for the College and asked that TG contact LF in Marketing to write an article on this impressive generational story. LC thanked JA for her continued good work.

TG

LT – Still operating a rota system in the office with staff available to deal with all aspects of the student funding. LC asked LT to pass on his thanks to the team for their work.

RF – HR still have a large number of LFT kits available. HR are also still working a rota system in the office and encouraged staff to drop into HR to meeting the new recruits. Also wanted to encourage staff to complete the stress survey so HR can work on implementing the arising actions. Recruitment turnover in the College is currently very high. LC asked RF to thank the HR team for their efforts in difficult circumstances.

CL – Student Services additional supports team are back on campus as well as still offering online appointments. Things are back to normal for this time of year. The Assisted Technology Loan Bank has been lending IT equipment to students. Sam Monie is now back on campus after delivering student workshops. Recruitment in progress for 3 positions to fill recently vacated roles. LC asked to pass on his thanks to the team.



Action

LS – The new awarding bodies are now online and all the exams went well. The team are currently timetabling. The team are hoping to get Celcat registers up to 100% compliance. Flexible Workforce Development Fund is also being worked on. LC thanked team doing for doing normal things in abnormal conditions.

KW – Study Skills Support have been working in a blended format and more flexibly. Working from home is working well as students can contact us directly online rather than having to come into College to see us. KW advised that the team now have a QR code for making appointments. Marketing have been working with team to publicise this information. A Return to College course to deliver course skills, numeration and ICT has proved popular. LC thanked the team for their work. KW to distribute the QR code to all departments. CL mentioned that feedback from students re the Study Skills Support has been very positive.

KW

LC – Advised that SMT are putting additional funds into student recruitment, so we hit our target numbers. Trend analysis has taken place which looked at how we have recruited in the last 5 years and how we should approach it going forward. There have been several Open Days which have been very successful. There is a combined effort within FE and HE to get our student numbers to rise.

After the recent Strategy meetings some clear messages have been appearing and all comments have been logged. There is a strong demand for our Strategy to be more meaningful.

12. AOCB

- KC asked where the cash machines have gone. LC advised that due to a lack of use they were removed by the company, without our consent, and we are looking into a replacement service. LT suggested cashback from Aramark, LC will liaise with KL to ask them.

LC**13. Date of Next Finance & Resources Committee Meeting**

- 28 February 2022

14. Date of Next Meeting

- 31 March 2022

The meeting finished at: 11.00

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.