

Finance and Resources Committee

Agenda

Meeting reference: F&R2023-24/01

Date: Thursday 28 September 2023 at 5:00pm

Location: Boardroom (Braham Room 019)

Purpose: Scheduled meeting

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

	Agenda Items	Author	Led by	Paper
1	Welcome and apologies		Chair	
2	Additions to the Agenda – AST Gift Aid		Principal	Verbal
3	Declaration of a Conflict of Interest in any Agenda Item			
4	Minutes of the Meeting of the Finance & Resources Committee held on 22 May 2023		Chair	Paper 1
5	Actions arising from previous minutes			
6	Strategy			
*6.1	Financial Sustainability	SMT	Principal	Verbal
7	Financial Performance & Budgets			
*7.1	Perth College Financial Update: Year to 31 August 2023	Vice Principal (Operations)	Vice Principal (Operations)	Paper 2
*7.2	UHI Perth Draft Budget 2023/24	Vice Principal (Operations)	Vice Principal (Operations)	Paper 3
8	AST			
*8.1	AST Budget & Business Plan 2023/24	AST General Manager	Vice Principal (External)	Paper 4
*9	Estates			
9.1	Estates Update	Head of Estates	Head of Estates	Paper 5

	Agenda Items	Author	Led by	Paper
10	Human Resources			
10.1	HR Update	Head of HR & Organisational Development	Head of HR & Organisational Development	Paper 6
11	Committee Minutes (for noting by Committee)			
11.1	EDIT Committee <ul style="list-style-type: none"> • 21 June 2023 			Paper 7a
11.2	JNC Support Staff <ul style="list-style-type: none"> • This meeting was cancelled 			
11.3	JNC Lecturing Staff <ul style="list-style-type: none"> • This meeting was cancelled 			
11.4	Staff Engagement Group <ul style="list-style-type: none"> • 11 May 2023 			Paper 7b
12	Date and Time of next meeting <ul style="list-style-type: none"> • Thursday 07 December 2023, 5pm (includes joint meeting with Audit Committee)		Clerk	
*12	Review of Meeting (Committee to check against the Terms of Reference to ensure all competent business has been covered)			Paper 8

Joint Meeting of Strategic Development and Finance & Resources Committees

DRAFT Minutes

Meeting reference: SDC/F&R 2022-23/04

Date: Monday 22 May 2023

Location: Boardroom (Braham Room 019)

Members present: Andrew Comrie, Board Member (Chair, SDC)
Katrina Hodgson, Board Member (Chair, F&R)
Jenny Hamilton, Board Member
Jenni Harrison, Board Member
Derek Waugh, Board Member
Michael Buchanan, Board Member
Todor Pavlov-Kennedy, Student Board Member
Margaret Cook, Principal
Charlea Jefts, HISA Perth Depute President Activities & Welfare

In attendance: Lorenz Cairns, Depute Principal
Veronica Lynch, Vice Principal (External)
Catherine Etri, Vice Principal (Academic) (Until Item 6.3)
Iain Wishart, Vice Principal (Operations)
Katy Lees, Head of HR & Organisational Development
Ian McCartney, Clerk to the Board

Apologies: Graham Watson, Interim Chair of Board of Management
Heather Cormack, Board Member
John Dare, Staff Board Member

Chair: **Katrina Hodgson**

Minute Taker: Ian McCartney

Quorum: 7

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Minutes:

Item		Action
1.	Welcome and Apologies Chair F&R welcomed all present to the meeting, and noted apologies. Chair welcomed Jenni Harrison to the meeting and introductions were made. Principal noted that she would require to leave the meeting for a period of time as she was due to host local MPs and MSPs at 5:30pm	
2.	Additions to the Agenda There were no additions to the Agenda.	
3.	Declaration of Interest in any Agenda Item There were no declarations made.	
4.	Minutes of Joint Meeting of Strategic Development Committee and Finance & Resources Committee held on 02 March 2023 The minutes were agreed as being an accurate record of the meeting.	
5.	Matters Arising from Previous Minutes All action items were either complete or tabled on the Agenda for this Joint meeting. Board Member queried progress re Item 6.4 (Estates Strategy) with particular reference to the Visioning process and Short-Life Working Group. Principal noted that a Visioning session for Board, SMT and Sector Directors had been organised for June 5 th with the SLWG to be formed thereafter.	
	Finance & Resources Committee Business	
6.1	HR Systems Procurement Head of HR & Organisational Development summarised Paper 2, noting the online process that had been undertaken to approve an initial recommendation, however advised Committees that contracts had not been signed due to issues with the supplier, and that a full open tender process. or a new Framework, would now be undertaken via APUC in September 2023.	

	<p>Chair SDC queried whether costs would change for the project. Head of HR confirmed this would be likely, however there may be another Academic Partner ready to sign up by September which may mitigate costs somewhat.</p> <p>Head of HR clarified that paper approved online had included costs, however this will now need revisited in September, and current contractual agreements will need to be reviewed due to extended timescales.</p> <p>The withdrawal of the procurement process outlined in Paper 2 was NOTED.</p>	
<p>7.1</p>	<p>Estates Update</p> <p>Depute Principal presented Paper 3, which had been prepared by the new Head of Estates, noting progression in key areas since this appointment.</p> <p>Depute Principal advised that HE Estates Maintenance budget had been cut by 77% across the Sector, which translates as £150k for UHI Perth, which will impact on some areas due to be addressed. Health & Safety will be prioritised but planned maintenance will be deprioritised, as will developmental projects such as installation of solar panels. Chair SDC urged that investment priorities continued to be looked at as financial pressures need not be completely addressed via cuts.</p> <p>Paper 3 was NOTED.</p>	
<p>8.1</p>	<p>HR Update</p> <p>Head of HR & Organisational Development presented Paper 4, noting that the Action from the previous meeting around sector comparisons was still being worked through with regards to alignment with other colleges (both days and percentages were in use).</p> <p>Board Member queried similarity of increase in short-term absence re academic staff and increase in mental health/stress-related absences. Head of HR noted that this was the first occasion where mental health had been highest reported numbers, and that this was a sectoral issue – issues raised via 2 stress surveys and stress focus groups were being reviewed to address this issue.</p> <p>Board Member sought clarification on the definition of short- vs long-term, and any trends in specific groups. Head of HR noted that the definition fell at 4 weeks, however the level of granularity re trend analysis referred to are only beginning to be looked at.</p>	

	<p>Chair F&R queried the likely impact of Action Short of a Strike declared by EIS. Vice Principal (Academic) advised that the likely impact would be around submission of marks, and discussions were ongoing around potential mitigations to address this.</p> <p>Student Board Member noted that a number of students had expressed concern around this action, particularly around anxiety over conditional offers and other progression. Student Board Member further noted that students felt as if they were being used as leverage in this situation. Head of HR advised that there would be an update on this action to the Board meeting in June. Student Board Member noted that students needed communication re alternatives or compromises if the matter is not resolved. Principal and Vice Principal (Academic) AGREED to take this matter forward.</p>	Principal/ Vice Principal (Academic)
9	<p>Committee Minutes for noting</p> <p>Committee NOTED the following minutes:</p> <ul style="list-style-type: none"> • 9.1 – EDIT Committee, 09 February 2023 • 9.2 – JNC (Support Staff), 02 March 2023 • 9.3 – JNC (Lecturing Staff), 02 March 2023 	
	Items for Discussion (Joint)	
10.1	<p>UHI Perth Financial Update: Year to 30 April 2023</p> <p>Vice Principal (Operations) summarised Paper 6, noting an estimated loss of circa £2.4m for the full year was now being predicted.</p> <p>Vice Principal (Operations) advised that impacts on cash were being tracked. As National Bargaining was unlikely to be settled soon, there is a risk that UHI Perth may need to seek overdraft facility from EO.</p> <p>Vice Principal (Operations) noted that College Financial Directors had met with SFC where it was confirmed that clawback would be happening this financial year, with an impact of approx. £2m.</p> <p>Chair SDC queried the picture with regards to AST. Vice Principal (External) advised this was a mixed picture with regards to finishing and new contracts. Vice Principal (Operations) noted that AST were budgeting for a loss position for 2023/24. Chair F&R advised that AST Board have requested a plan for growth as the deficit budget picture does not fit well with current College position.</p> <p>Board Member queried opportunities around Tay Cities Deal given collapse of Tayside Aviation. Vice Principal (External) advised that</p>	

	<p>there may be potential opportunity around ATC training, however pilot training is not an area that AST would currently be able to offer. Vice Principal (External) further advised that further involvement if AST beyond current proposal would require a scope change exercise within the TCD, and the administration process would be required to be completed first.</p> <p>Board Member queried whether Risk Register had been updated around the cash position. Vice Principal (Operations) noted that cash goes across the ERM document but will undertake a piece of work to collate this detail for the Board.</p> <p>Board Member sought clarification on a Risk Appetite Statement. Vice Principal (Operations) noted that Risk Appetite was reviewed several months ago and linked to Strategic Objectives. Chair SDC requested that, in the light of new Board Members joining, that the Risk Appetite be included in Board papers. This course of action was AGREED.</p>	<p>Vice Principal (Operations)</p> <p>Vice Principal (Operations)</p>
<p>10.2</p>	<p>Financial Sustainability</p> <p>Principal provide Committee with a presentation that had previously been given to Trade Unions on Friday, noting that presentation would be circulated to Board after the meeting, and that more detail would be tabled for discussion at the June meeting of the Board of Management, before opening the issue for discussion.</p> <p>Board Member queried whether alternative arrangements for ASW could be considered. Principal advised that potential options were being actively looked at with the College' lawyers.</p> <p>Chair SDC asked how SMT can be sure changes outlined will deliver savings. Vice Principal (Operations) advised that Phase 1 will deliver a specific amount and Phase 2 will fill any gaps based on specific objectives, eg cash position of the College. Chair SDC noted there were 2 sides to the equation, cuts versus loss of income, and the financial forecast provided will need to reflect this.</p> <p>Chair SDC queried how SMT had arrived at, and provided a rational for. these proposals. Principal assured Committee that everything will be modelled and the supporting logic presented.</p> <p>Chair SDC queried the proposals around Business Development, which should be generating profit for the College. Principal advised that funding had been withdrawn in several areas, affecting profitability levels.</p> <p>Student Board Member suggested that heads of departments should be invited to the Board to discuss the proposals and their impact on</p>	

the student experience. HISA Perth Depute President additionally noted that Strategic Plan references empowering staff, which requires listening to them before reaching any decision. Principal advised that this would not be appropriate as it's the role of the SMT to look at all the data and make considered proposals to the Board – heads of department's views will be taken into consideration within the Consultation process.

Principal noted that Trade Unions had informed staff within an identified area of proposals immediately after meeting on Friday, despite requesting confidentiality, which had not helped SMT in engaging in constructive dialogue.

Board Member queried implications on growth at a macro level with specific reference to the government's position squeezing of the College sector. Principal agreed that it did look like a managed decline of the sector despite continual reference to "skills". The College sector has had a tendency to be fairly compliant with government policy due to reliance on the public purse, which is not the case in the University sector.

Board Member queried why the college was not receiving a share of the staff costs savings at EO via the top-slice? Principal advised that recruitment was still ongoing at EO, and that a figure of around 1% reduction in the top-slice was under consideration to be offered to academic partners.

Board Member stated that impacts in other areas such as mental health re closing leisure, and disadvantaging women in the case of the nursery need to be considered within non-financial impacts of decision-making.

HISA Perth Depute President voiced concern over impact on student experience, and queried whether a phased approach could be considered to minimise and/or mitigate such concerns. Principal responded that college cannot continue in its current format when £3m is being removed out of the college's income.

Board Member noted that criticisms from students should be directed at government rather than College decision-makers. Chair SDC agreed and advised that communications were needed to reflect this position.

Principal noted that the next steps for the process were to present to Board on June 7th, and further noted that two meetings with Unions would have taken place by then. Principal advised that there will be an iterative process during the Consultation period, including individual consultation, so what will come to Board will not be the final

	<p>version therefore an additional Extraordinary Board meeting or an online decision-making process will be required over summer.</p> <p>Board Member returned to communications and queried how a Board Statement on the issues could be generated. Clerk suggested using Chairs' Committee as most appropriate vehicle for this purpose, particularly as 3 members of that Committee were in attendance. This solution was AGREED.</p> <p>Chair SDC queried whether top-slice was to be discussed with Chair of UHI Court. Principal agreed that this was necessary.</p>	Chairs' Committee
10.3	<p>UHI Perth Budget 2023/24</p> <p>Vice Principal (Operations) provided a top-level draft budget for information, however this was unlikely to be retained given discussions within Item 10.2 and would need to be brought back to the Board at a later date.</p>	
10.4	<p>UHI 2024 Update</p> <p>Principal provided an update on activities surrounding the various UHI 2024 workstreams:</p> <ul style="list-style-type: none"> • Shared Services – hopefully reaching tipping point re new HR system, and Admissions systems were being looked at; • Focused EO – Principal now sits on this group, and focus is on what academic partners need from AO and what they are prepared to pay for it, underpinned by Service Level Agreements; • Governance – limited progress; • Strategy – some local work to be done ahead of UHI Court receiving proposals in June; • People & Culture – focusing on Data Sharing Agreements; • Curriculum review – consultant has provided presentation re HE courses with RAG ratings/new areas to move into. Modelling is required. 	
10.5	<p>Key Performance Indicators</p> <p>Depute Principal presented Paper 10, noting areas of progress and referencing evolved targets, before highlighting that the narrative statements across all 36 objectives had been included for information.</p> <p>Depute Principal repeated offer of Lead Authors to attend subsequent meetings around presentation of the Balanced Scorecard. Chair F&R welcomed opportunity to hear from authors that would have specific</p>	

	<p>focus on timely challenges and issues, eg student recruitment. Vice Principal (Academic) added that each meeting could invite lead authors in those areas with changing baselines. Committee AGREED to this approach, and Depute Principal to implement from Cycle 1 of 2023/24.</p> <p>Board Member queried why, when student recruitment was being mentioned in relation to this area, there was no specific KPI in this area? Vice Principal (Operations) advised that this sits within the Risk Register.</p> <p>Student Board Member noted that references to SVR in Paper 10 referred only to HISA Perth, whilst the college's Quality Unit was also involved. Depute Principal agreed to review this section.</p>	<p>Depute Principal</p> <p>Depute Principal</p>
11 & 12	<p>Review of Meetings:</p> <p>It was AGREED that Terms of Reference for both Strategic Development and Finance & Resources Committees had been met.</p>	
13	<p>Dates and times of next meetings (provisional):</p> <ul style="list-style-type: none"> • SDC: Monday 19 September 2023 • F&R: Monday 03 October 2023 	

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

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

Status of Minutes – Open

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 2018. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1998? **Yes** **No**

Committee Cover Sheet

Paper No.2

Name of Committee	SDC and F&R
Subject	FY 22/23 Management Book
Date of Committee meeting	28/09/2023
Author	Iain Wishart
Date paper prepared	21/09/2023
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	FY Management Book Figures
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	none
Action requested	<input checked="" type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Strategic Impact Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership: Strategic-Plan-2022-27.pdf If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.	Financial sustainability position/risk.

Committee Cover Sheet

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk?</p> <p>If yes, please provide details.</p>	<p>Yes</p> <p>Financial sustainability is part of our strategic risk register.</p> <p>Click or tap here to enter text.</p>
<p>Equality & Diversity</p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Data Protection</p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p>Status</p> <p>(ie confidential or non-confidential)</p>	<p>Non-Confidential</p> <p>If a paper needs to remain confidential for a prescribed period of time before being made 'open', please advise how long must the paper be withheld:</p> <p>Click or tap here to enter text.</p>

Committee Cover Sheet

Freedom of Information

Please note that **ALL** papers will be included within 'open' business unless a justifiable reason can be provided.

Please select a justification from the list, below:

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

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

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

and

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

UHI Perth

Financial Performance Review

Full Year 22/23



Group Overview

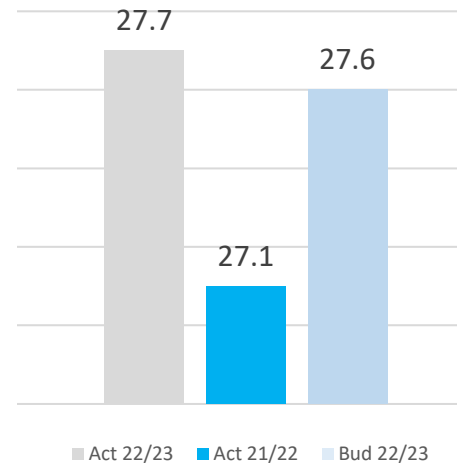
The full year AOP deficit is in line with expectations arising from the shortfall in HE FTE performance. We had forecast a FY deficit as high as £(2.4)m earlier in the year and this was only offset by a July payment of £1.2M from EO for prior year ESIF funding.

UHI only release HE Grant income against actual FTE enrolled and delivered. UHI hold any shortfall funding just in case there is "clawback" by the SFC.

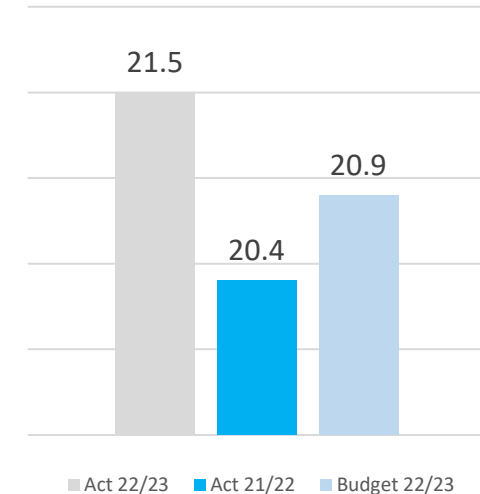
Staff costs are £600k over budget which is due accruing for the 22/23 wage increase (around 6%, £1.04M, in line with the sector offer) offset by some areas coming in below budget for the year.

Non-Staff costs were lower than the 21/122 actuals despite significant cost inflation throughout the year.

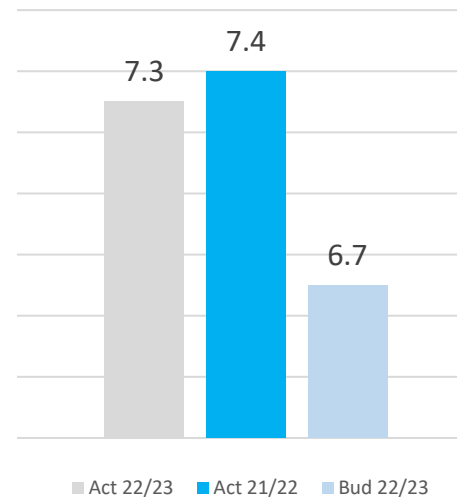
YTD Accounting Income (Excl Bursary and childcare) £M



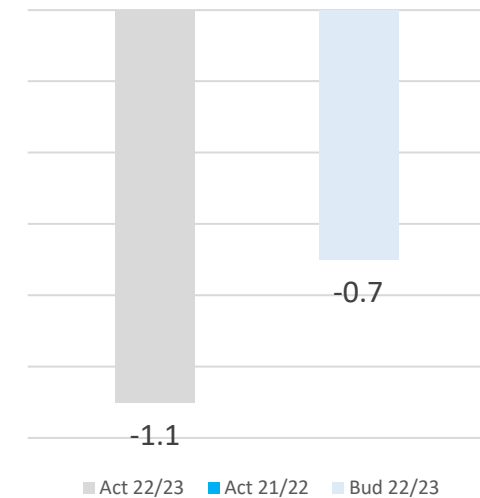
YTD Staff Cost £M



YTD Non-Staff Cost £M



YTD Surplus/Deficit £M



Group Overview v Budget

Actual AOP is a deficit of £1.1m compared to a balanced budget. This has been improved from a prior forecast of a £2.4m deficit to £1.1m due to the one-off release of historic ESIF by UHI. This release of additional funding has been recognised in equal amounts in the four main academic sectors.

The Gross Profit of the academic areas of 28.9% includes the one-off additional funding and is below the 36.3% budget overhead rate for 22/23. There are significant variations within the academic sectors that drive an average between 20% and 36%.

Business related gross margin has improved to 6% although this is due to the improvement in AST against budget. Residences has a slightly lower gross margin but better cash contribution.

Actual staff costs include a £1m accrual for the September pay award. The figures do not yet include exceptional costs for severance packages agreed before 31 July and not paid until August or later. This will not be done until the recognition schedule is agreed with our auditors. The value of the accrual is likely to be around £300k and the cost will be shown as an exceptional charge and won't impact AOP. The costs won't be paid until 23/24.

Actual £K					Budget £K				Variance £K			
Actual YTD 2223	Academic	Business	Services	Total	Academic	Business	Services	Total	Academic	Business	Services	Total
Funding	16,321	184	1,364	17,869	16,331	0	757	17,089	-11	184	607	781
Tuition Fees	3,634	1,950	0	5,585	4,547	1,940	0	6,486	-912	11	0	-902
Commercial	2,010	1,198	1,047	4,255	2,100	1,137	860	4,096	-90	61	187	158
Total Income	21,965	3,332	2,411	27,709	22,978	3,076	1,617	27,671	-1,013	256	794	37
Staff Costs	14,015	2,015	5,425	21,455	13,249	2,121	5,568	20,938	-767	106	143	-517
% Income	63.8%	60.5%	225.0%	77.4%	57.7%	69.0%	344.4%	75.7%		41.4%	18.0%	-1388.5%
Non-Staff Costs	1,597	1,118	4,591	7,306	1,379	951	4,400	6,730	-218	-167	-191	-576
% Income	7.3%	33.6%	190.4%	26.4%	6.0%	30.9%	272.1%	24.3%		-65.2%	-24.0%	-1545.3%
AOP Surplus/(Deficit)	6,353	199	-7,604	-1,052	8,351	4	-8,351	4	-1,998	195	747	-1,056
% Income	28.9%	6.0%	(315.4)%	(3.8)%	36.3%	0.1%	(516.5)%	0.0%				

Academic Performance

The full year budgeted Gross Margin is 36.3%. The actual rate is 28.9%. This is primarily due to the reduction in HE income versus a slower reduction in staff and non-staff costs.

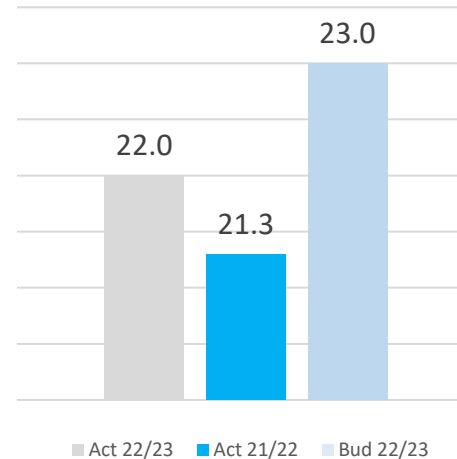
HE FTE achieved was 1,502, against a funded target of 1,877. This converts to HE Main grant funding of £5.9m (excluding the additional funding) against a budget of £7.3m, a shortfall of around £1.4m with a corresponding shortfall in funded tuition fees.

UHI allocates funding based on actual enrolments and price groups and as such the reduction in FTE has been slightly offset by a higher amount per FTE and self-funded students.

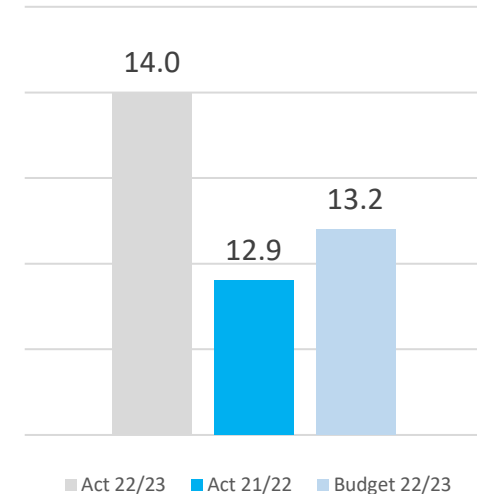
Staff costs are over budget due to the accrued wage increase being double the budget.

The gross margin was improved by the £1.2m one off additional funding released by UHI. Without this funding the gross margin would be 23.4%

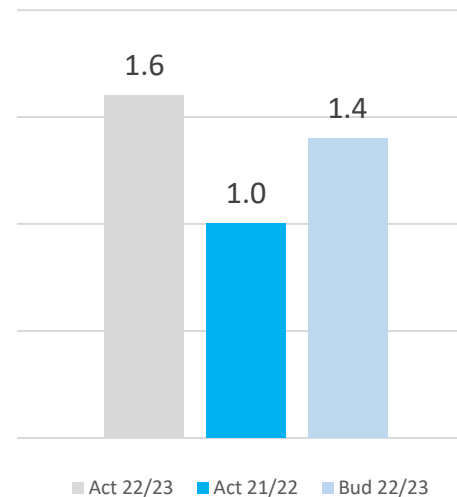
YTD Income (Excl Bursary and childcare) £M



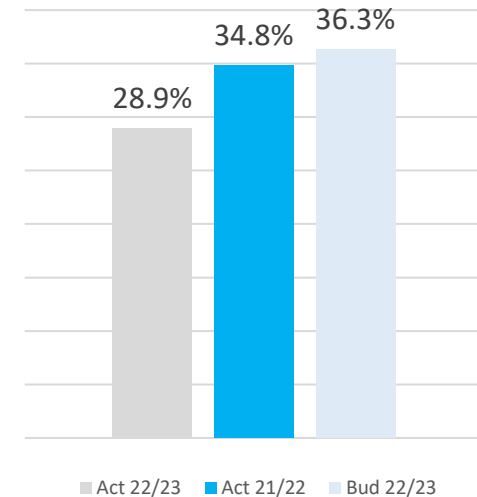
YTD Staff Cost £M



YTD Non-Staff Cost £M



YTD Gross Margin £M



Academic Performance

The figures below show Gross Profit at £1m behind budget. This is due to a number of reasons:

1. Funding for HE is based on actual FTE's enrolled and is calculated on price groups. UHI Perth achieved 1,502 FTE against a funded target of 1,877 which equates to a funding shortfall of £1.4m and a SAAS funded tuition fee shortfall of around £800k giving a total shortfall of £2.2m (HE funding comes from the SFC + SAAS).
2. Tuition fees below included self-funded tuition, education contracts and FWDF.
3. The accrued wage increase was double the budget expectation and there were also high staff numbers in a couple of areas.

Actual £K							Budget £K						Variance £K					
Actual YTD 22/23	STEM	BMCL	CCI	ALS	Research	Academic Total	STEM	BMCL	CCI	ALS	Research	Academic Total	STEM	BMCL	CCI	ALS	Research	Academic Total
Funding	3,942	3,313	3,453	5,538	75	16,321	3,814	3,803	3,316	5,339	60	16,331	128	-490	138	199	15	-11
Tuition Fees	663	1,016	793	1,123	39	3,634	778	1,284	1,133	1,352	0	4,547	-115	-268	-340	-229	39	-912
Commercial	1,316	273	14	207	201	2,010	1,012	729	116	70	172	2,100	304	-457	-103	137	29	-90
Total Income	5,921	4,602	4,260	6,867	315	21,965	5,604	5,816	4,565	6,761	233	22,978	317	-1,215	-305	107	83	-1,013
Staff Costs	3,566	3,303	2,458	4,501	187	14,015	3,085	3,553	2,503	3,939	168	13,249	-481	250	46	-561	-19	-767
% Income	60.2%	71.8%	57.7%	65.5%	59.4%	63.8%	55.0%	61.1%	54.8%	58.3%	72.2%	57.7%	-151.9%			-525.2%	-23.3%	
Non-Staff Costs	724	379	263	205	26	1,597	616	279	266	207	10	1,379	-108	-100	3	2	-16	-218
% Income	12.2%	8.2%	6.2%	3.0%	8.3%	7.3%	11.0%	4.8%	5.8%	3.1%	4.5%	6.0%	-33.9%			2.0%	-19.2%	
AOP Surplus/(Deficit)	1,631	920	1,539	2,162	102	6,353	1,903	1,984	1,795	2,614	54	8,351	-272	-1,065	-256	-452	48	-1,998
% Income	27.6%	20.0%	36.1%	31.5%	32.3%	28.9%	34.0%	34.1%	39.3%	38.7%	23.3%	36.3%						

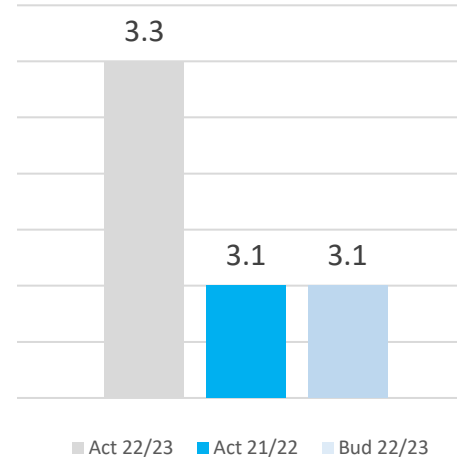
Business Performance

Actual gross margin is ahead of budget in AST and residences. The residences gross margin is behind budget but with a high cash profit than budget.

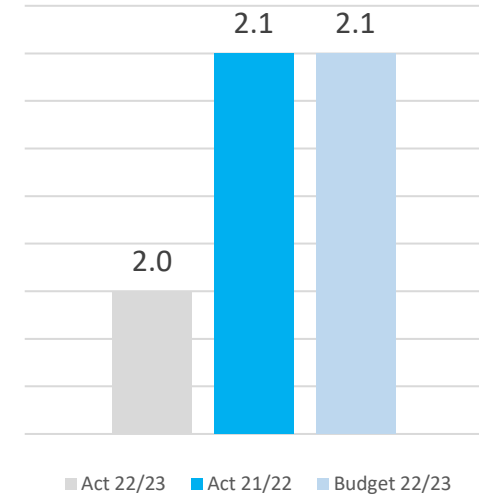
Nursery income and gross margin are ahead of budget but still delivering a gross margin loss of £90k but better than the budgeted loss of £150k.

ASW income is ahead of budget but due to staff costs and non-staff costs being higher than budget their gross profit was a loss of £62k. ASW costs do have a prior year charge related to music royalties.

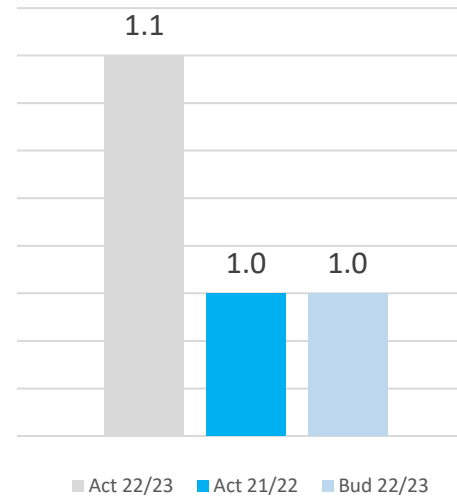
YTD Income (Excl Bursary and childcare) £M



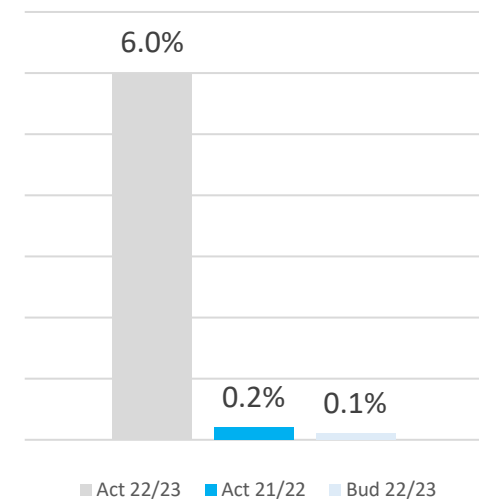
YTD Staff Cost £M



YTD Non-Staff Cost £M



YTD Gross Margin £M



Business

ASW and the Nursery are both loss making at the gross profit level which means that they cannot make any contribution to cover their overhead allocation.

The favourable AST Gross Margin, versus budget, is primarily due to staff cost savings with a number of staff leaving and not being replaced.

ASW's unfavourable Gross Margin is due to unbudgeted bank staff and pay award (£52k). Non staff costs are £26k higher than budget due to the backdated music licence costs (8k), increased consultancy costs (£18k) of consultancy costs, unbudgeted climbing centre equipment £4k.

Residences Gross Margin is ahead of budget due to income for summer lets for a visit from an American University as well as higher than budgeted occupancy levels for student lets.

Actual £K						Budget £K					Variance £K				
Actual YTD 22/23	AST	Residences	ASW	Nursery	Total	AST	Residences	ASW	Nursery	Total	AST	Residences	ASW	Nursery	Total
Funding	0	0	0	184	184	0	0	0	0	0	0	0	0	184	184
Tuition Fees	1,950	0	0	0	1,950	1,940	0	0	0	1,940	11	0	0	0	11
Commercial	21	499	566	111	1,198	35	337	547	217	1,137	-14	162	19	-106	61
Total Income	1,971	499	566	296	3,332	1,975	337	547	217	3,076	-3	162	19	78	256
Staff Costs	1,148	0	503	364	2,015	1,329	0	451	341	2,121	182	0	-52	-24	106
% Income	58.2%	0.0%	88.9%	123.3%	60.5%	67.3%	0.0%	82.5%	156.7%	69.0%		0.0%	-274.5%	-30.3%	41.4%
Non-Staff Costs	652	318	124	23	1,118	617	210	98	26	951	-36	-108	-26	3	-167
% Income	33.1%	63.7%	22.0%	7.9%	33.6%	31.2%	62.3%	18.0%	12.1%	30.9%		-66.8%	-137.4%	3.8%	-65.2%
AOP Surplus/(Deficit)	172	181	-62	-92	199	29	127	-3	-150	4	143	54	-59	57	195
% Income	8.7%	36.3%	(10.9)%	(31.1)%	6.0%	1.5%	37.7%	(0.5)%	(68.8)%	0.1%					

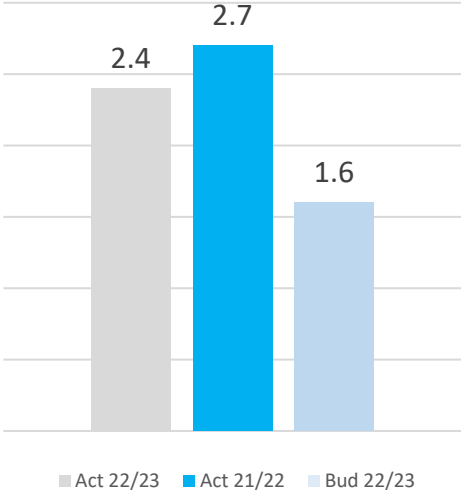
Services (Overhead) Performance

Staff costs are 143k below budget which is driven by a reduction in the annual leave accrual of £149k. Excluding this movement, services are broadly on budget with savings in Student support, finance, marketing and library. These savings were offset by overspend in SMT, HR, Estates and ICT

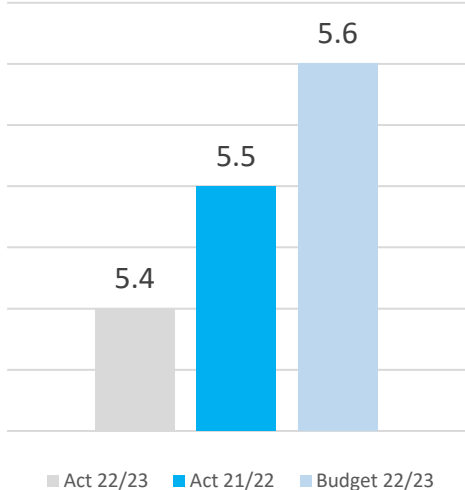
Non-staff costs are slightly below budget once the unbudgeted shared services charge of £387k is stripped out. This charge is offset by nominal income from UHI.

Catering is showing an £(86)k loss against a budget loss of £(50)k.

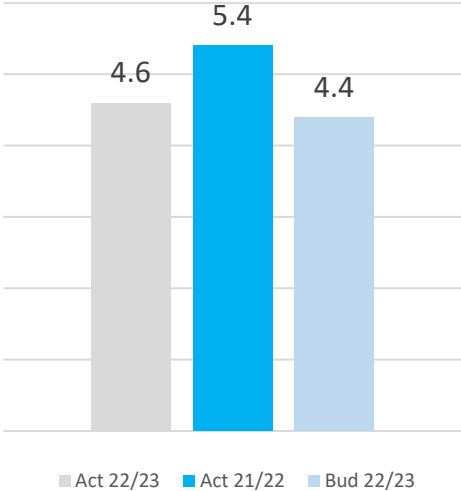
YTD Ohd Funding £M



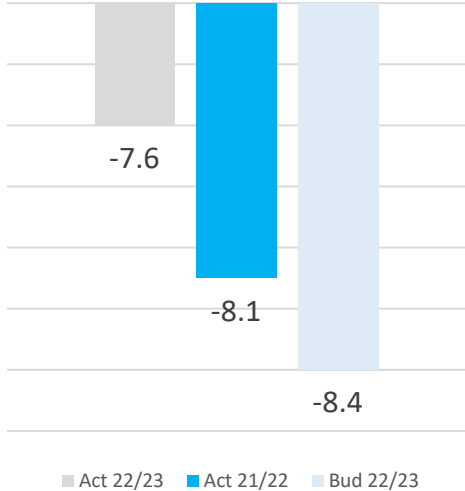
YTD Staff Cost £M



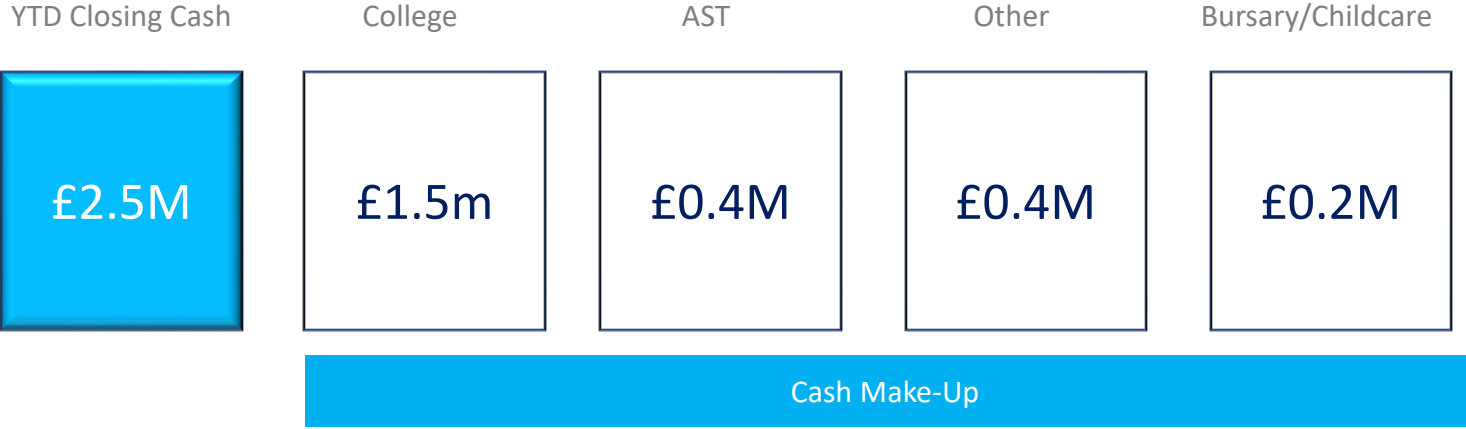
YTD Non-Staff Cost £M



YTD Net Ohd £M



Cash



Committee Cover Sheet

Paper No.3

Name of Committee	SDC and F&R
Subject	Financial Outlook
Date of Committee meeting	28/09/2023
Author	Iain Wishart
Date paper prepared	21/09/2023
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	The attached is a cover sheet only. In the meeting we will look at a detailed financial model and understand where we are and what needs to be done to secure financial sustainability.
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	none
Action requested	<input checked="" type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Strategic Impact Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership: Strategic-Plan-2022-27.pdf If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.	Financial sustainability position/risk.

Committee Cover Sheet

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk?</p> <p>If yes, please provide details.</p>	<p>Yes</p> <p>Financial sustainability is part of our strategic risk register.</p> <p>Click or tap here to enter text.</p>
<p>Equality & Diversity</p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Data Protection</p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p>Status</p> <p>(ie confidential or non-confidential)</p>	<p>Non-Confidential</p> <p>If a paper needs to remain confidential for a prescribed period of time before being made 'open', please advise how long must the paper be withheld:</p> <p>Click or tap here to enter text.</p>

Committee Cover Sheet

Freedom of Information

Please note that **ALL** papers will be included within 'open' business unless a justifiable reason can be provided.

Please select a justification from the list, below:

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

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

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

and

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

Outlook

Flat government funding at a time when wage settlements and inflation are at their highest in decades compounded with falling HE numbers (compared with pre pandemic) has resulted in a potentially catastrophic threat to the financial sustainability of UHI Perth. Flat funding isn't guaranteed for the future with indications pointing to a 5% cut in FE funding in 24/25 and a further 2% cut to FE funding in 25/26.

National bargaining is not yet settled for 22/23 and we are already into 23/24 with no certainty where the agreement will settle. The current understanding of the potential size and spread of the wage settlement offers are as follows:

	Sector Offer	Union Request
22/23	5.83%	11.7%
23/24	4.11%	8.6%

The pay offers don't stand still with various meetings changing the positions above.

Inflation has a significant impact in driving national bargaining outcomes and on our non-staff costs. Inflation has been up to double digits for a period and more recently is around 6%. Government targets are to drop to a low figure by December 2023 but it is still unknown and the position is volatile.

However, none of these principals are new, we have been aware of most of this situation since 2022. The final position of some of these significant events is still uncertain e.g. national bargaining inflation level etc while other have happened e.g. reduction in HE students levels (post pandemic).

Forecast

We can build a couple of forecasts to look at the potential outlook for Perth College:

1. Mid Case: This uses the sector pay offer assumptions and can be updated with the latest information on income and inflation. Due to the significant nature of the events and the fact that they are still changing it means that we need to reforecast regularly.
2. Worst Case: This uses the national bargaining settlements requested by the unions. It also uses the latest funding reduction rumours and assumes that we will struggle to improve our International income position or even drop out of some of our current income streams.

Mid-Case

The latest mid-case projects that if we don't take action then we would see the following results:

	23/24	24/25	25/26
AOP	loss £(2.9)M	loss £(2.9)M	loss £(3.6)M
Closing Cash	overdrawn £(2.4)M	OD £(5.3)M	OD £(8.9)M

Overdrawn cash basically means you are bankrupt unless you can be financially supported by EO or the SFC.

Actions will and have been taken. These actions are being added to all the time and the current status will be set out in the Finance & Resources meeting.

We may not be able to take all the actions needed to get back to a breakeven cash position this year and may have to look at a two-year solution. This will be looked at in detail in the Finance & Resources meeting. We also need to ensure that our actions don't result in UHI Perth not being able to function.

Committee Cover Sheet

Paper No.4

Name of Committee	Finance and Resources
Subject	AST Budget 2023/24
Date of Committee meeting	28/09/2023
Author	Mark Taylor, AST General and Accountable Manager
Date paper prepared	22/09/2023
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	This document presents the proposed AST Budget for FY 2023-24 which was approved at 31 August 2023 AST Board. This budget includes commentary on those figures, including analysis of previous year performance and rationale for the projected target.
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	<p>This paper and budget supercedes the submission made to the May 2023 AST Board and subsequent UHI Perth June Board cycle where a 3 year review on future revenues, more realistic sales prospects and a credible pay award for staff reflecting the market pressure on aviation recruitment and retention.</p> <p>The paper has been further updated to reflect feedback and questions from the AST Board of 31 August 2023.</p> <p>This paper was approved at the August AST Board for presenting to UHI Perth Board.</p>
Action requested	<input type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input checked="" type="checkbox"/> For approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)

Committee Cover Sheet

<p>Strategic Impact</p> <p>Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership: Strategic-Plan-2022-27.pdf</p> <p>If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.</p>	<p>Commercial Impact</p>
<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>Yes/ No</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk?</p> <p>If yes, please provide details.</p>	<p>Yes/ No</p> <p>This budget is submitted ahead of the UHI Perth budget. Consultation is currently underway with trade unions ahead of the UHI Perth budget being finalised.</p>
<p>Equality & Diversity</p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>Yes/ No</p>
<p>Data Protection</p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please provide 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>

Committee Cover Sheet

Status (ie confidential or non-confidential)	<p>Confidential</p> <p>If a paper needs to remain confidential for a prescribed period of time before being made 'open', please advise how long must the paper be withheld:</p> <p>As a commercial business, this paper will not be disclosed within the public domain.</p>
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Freedom of Information

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Please select a justification from the list, below:

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

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and

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

Committee Cover Sheet

Paper No.5

Name of Committee	SDC and F&R
Subject	Estates Update
Date of Committee meeting	28/09/2023
Author	Gavin Whigham
Date paper prepared	21/09/2023
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Estates Quarterly Update
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	none
Action requested	<input checked="" type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Strategic Impact Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership: Strategic-Plan-2022-27.pdf If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.	SO2 and SO3 Estates and Environmental strategy

Committee Cover Sheet

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk?</p> <p>If yes, please provide details.</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Equality & Diversity</p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Data Protection</p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p>Status</p> <p>(ie confidential or non-confidential)</p>	<p>Non-Confidential</p> <p>If a paper needs to remain confidential for a prescribed period of time before being made 'open', please advise how long must the paper be withheld:</p> <p>Click or tap here to enter text.</p>

Committee Cover Sheet

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UHI Perth Estates Report

May – Aug 2023

Exec Summary

This period was mostly planning and completing our summer works program. This entailed meeting with our customers and prioritising their requests and understanding their needs. We also completed backlog inspections on the following items, fixed wire testing, chimney inspections, PAT testing, Legionella inspections and tank cleans, gas boiler servicing, firefighting equipment, lifts and air handling unit service to name just a few. These inspection records will now be catalogues within the share point for future reference. We also had the question of RAAC raised. There is a fuller report to be issued however no RAAC was found on campus.

Reactive repairs

Reactive Repairs				
Month	Number of Jobs Requested	Number of Jobs Completed	Jobs Open	Percent Completed
May	132	112	20	85
June	92	79	13	86
July	174	151	23	87
August	118	88	30	75

Although demand did increase in July we managed to maintain around 85% of our job requests completed on time although this did drop off in August when staff leave and additional project works were required to get the Campus ready for reopening to staff and students.

Projects update

The team successfully completed large amounts of our summer works program. It was agreed that during this period of change larger building alterations were to be paused so the works completed were minor refurbishments such as painting, new flooring, furniture and blinds/curtains. This largely went well however we did experience difficulties with our term maintenance joinery contractor who failed to complete large amounts of work. This has meant sourcing alternative contractors and working with our customers to reschedule work. These jobs are now being caught up on

Environmental Sustainability

Our current waste management contract will be extended to March 2024. This is to allow us to be in alignment with our wider UHI partners.

We have completed our carbon footprint for 2021/2022 this measured just over 1200 tons of Co2 emitted over this period, previously this was solely measured on energy consumption. With the largest areas of concern being Brahan and Goodlyburn which emit 95% of our scope 1 emissions on their own. We are now able to prioritise our operations allowing efficiencies to be made and to meet our carbon reduction targets. This includes creating a digital twin of the Brahan building, allowing building changed to be completed in the virtual world supporting business cases before spend is approved.

Utilities

Green is where we are lower usage, **red** in higher than the previous year

Electricity usage Aug 22 to July 23, compared to same period the previous year

1 August 2022 - 31 July 2023

Meter Number MPAN	Location	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July		
1727046046000	GB Refectory	1,169	2,711	2,229	2,691	2,175	2,382	2,090	2,521	1,848	2,602	1,383	505	24,304	-5%
1717046046003	GB Main	21,658	26,718	27,715	32,912	32,793	32,084	29,075	33,687	25,270	26,903	20,162	16,630	325,606	4%
1717046126519	Brahan Refectory	4,394	8,495	5,816	8,487	6,507	6,863	6,976	8,756	5,732	7,927	6,249	2,458	78,660	3%
1727046126515	Brahan Main	64,763	77,398	79,122	93,469	86,605	90,475	86,678	94,665	73,603	83,150	65,492	53,051	948,470	4%
1700051786653	Webster	9,525	9,109	8,742	7,341	6,150	6,211	5,838	6,742	5,502	6,055	5,403	5,094	81,711	-25%
1717046126208	Horti Unit			2,411			14,453			102			90	17,056	-121%
1700052971456	ASW	24,791	26,152	28,268	32,265	31,836	35,779	35,055	41,776	32,518	33,976	29,249	27,298	378,961	-1%
1700052355720	Student Residences	8,649	7,656	8,563	9,330	9,232	9,589	8,052	8,669	7,370	6,911	5,647	6,684	96,352	-17%

Gas usage Aug 22 to July 23, compared to same period the previous year

1 August 2022 - 31 July 2023

Meter Number MPR	Location	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	
8896054400	Goodlyburn	32,299	22,727	55,555	95,590	158,991	134,242	97,836	115,636	74,509	55,184	17,218	17,687	877,474
720607	Brahan	29,148	74,110	144,104	144,388	255,482	238,834	225,648	208,887	132,400	96,149	39,679	27,864	1,616,693
9186859608	Webster	3,901	6,743	11,177	16,624	23,945	24,525	20,049	22,409	15,297	9,367	5,335	4,186	163,558
9351108701	ASW	11,827	13,812	16,640	22,219	25,646	24,719	21,316	26,620	22,946	17,194	11,333	11,434	225,707
9194714510	Glenshee	4,070	4,259	4,389	7,867	11,179	11,047	8,586	9,685	7,444	5,867	3,998	4,094	82,486
9194713710	Glenalmond	2,774	4,652	6,135	9,685	12,331	11,915	11,714	11,688	9,550	7,476	3,690	4,152	95,761
9194714106	Glenlyon	474	2,945	3,643	5,115	7,719	7,076	402	6,453	4,614	3,557	2,959	3,303	48,258
8891449903	Nursery	778	1,596	2,330	3,311	4,476	4,439	3,459	4,017	2,477	1,926	937	654	30,400

This month on month reporting is beginning to show trends and patterns, specifically the percentage increases from summer to winter consumption. With Brahan and Goodlyburn both showing around 9 times higher consumption during the month of December while a more modern building like ASW the gas consumption is only 2 times greater. With regards to the electricity usage this varies less as there is little or no electric heating across the campus as a whole. The consumption only increases with the longer evenings and when the students are in term time. We will now be able to use this information to target our largest users of Gas, Goodlyburn and Brahan to investigate how we can make savings.

Sub-contractor review

UHI PERTH

With contractor pricing and availability varying largely, we are currently investigating the possibility of bringing some key trades back in house. This would most likely be one joiner, one plumber and one painter. This would give greater flexibility to the team and to enhance our customer experience, shortening waiting times and hopefully giving a higher standard of both customer care and workmanship.

Expectations for the upcoming quarter

Over the coming months we will continue to review the site usage looking for efficiency savings, with the target of reducing our utility bills and reducing our carbon footprint. This will be data driven using utility metres and room booking schedules as well as spot checks and daily inspections. This will include a continuation of the room usage review which going forward will allow UHI Perth to make informed decisions future developments. We will also hopefully begin work to create a digital twin of the Brahan building to allow us to better understand the efficiencies that can take place.

Committee	Finance & Resources Committee
Subject	HR Update
Date of Committee meeting	28/09/2023
Author	Katy Lees, Head of HR & Organisational Development
Date paper prepared	22/09/2023
Executive summary of the paper	Update on key HR issues covering the full academic year (22/23) and also up to September 2023
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 	
<u>Equality and diversity</u>	No

UHI Perth

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

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

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

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

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

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

and

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

Finance and Resources Committee HR&OD Update

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

Date: 22 September 2023

National Job Evaluation Scheme

There have been no updates since March 2023.

National Bargaining

The current industrial action at colleges is due to a dispute over pay. All college staff have been offered a £2,000 pay increase for Academic Year 2022/23 and a further £1,500 in 2023/24, providing a cumulative £3,500 rise across both years. This is the employers' full and final offer – and was arrived at after nine months of negotiations.

Delivering the offer for all college staff over the two academic years would cost £51m – well above the £9.6m that was provided to colleges in 2022/23 to cover increases in staffing and non-staffing costs.

Unison

College Employers Scotland (CES) provided a full and final pay offer to all support staff trade unions (UNISON, Unite and GMB) in June 2023 for a cumulative £3,500 pay rise over Academic Years 2022/23 and 2023/24.

The offer would equate to an average 11% pay increase. For support staff earning less than £25,000, the average increase would be 14%.

Employers have requested that all support staff unions take the pay offer to their members for a formal ballot which Unison have not done

In their communications, UNISON and Unite continue to link the full and final pay offer to the threat of compulsory redundancies. College employers are clear that this is not the case and have committed in writing on the face of the pay offer to managing organisational change through voluntary measures in accordance with the Fair Work agenda. Any compulsory measures would only be used as a last resort when all other measures have been considered.

Three strike days have taken place / are planned for UNISON

EIS-FELA

It is deeply disappointing that the EIS-FELA has announced national strike action, on top of its existing Action Short of Strike. Colleges will now seek to put in place measures to mitigate the effects of any proposed strike action on their students' education.

CES provided a full and final pay offer to the EIS-FELA in June 2023 for a cumulative £3,500 pay rise over Academic Years 2022/23 and 2023/24. This equates to an average 8% pay rise and would mean college lecturers in Scotland maintain their position as the highest-paid college lecturers across the UK.

The offer would increase the salary of a lecturer at the start of the pay scale by just under 10% to almost £39,000 a year.

CES continues to urge the EIS-FELA to ballot its members on the pay offer which they have not done

In their communications, the EIS-FELA has misrepresented the full and final pay offer from employers as a “pay offer that will cost over 400 lecturing jobs”. For clarity, employers have never made this claim. This information referred to was included in illustrative figures provided to the EIS-FELA on potential workforce reductions at a sector level – if all cost savings were required to be found from staffing. Employers did not predict or forecast a specific number of job losses linked to the current pay offer.

Employers have been clear that they are committed to managing organisational change through voluntary measures in accordance with the Fair Work agenda. Compulsory redundancies would only ever be used as a last resort, when all other measures have been considered.

Employee Relations

The College has one ongoing Employment Tribunal claim which is being defended by the College.

Trade Union Relations

The College has met with the Trade Unions on a number of occasions beyond the normal JNC's to consider the proposal from the Senior Management, however both Trade Unions have requested we pause the normal JNC's whilst the ongoing consultation takes place around the need to make savings.

The College has also agreed for an extension for another year of the release of a member of staff to undertake national branch work for which payment of salary is reimbursed to the College. This is currently a part time arrangement until the end of July 2024.

Voluntary Severance

The College received permission from the SFC to enhance our current voluntary severance scheme and a window was opened in July/August. It is anticipated the future windows will be opened as required over the academic year to support the change process taking place across the College.

Equality and Diversity

The College has reengaged with the Disability Confident Scheme, and now meets all requirements for Level 1 registration. We are now looking at an action plan to work to Level 2 over 2024.

We have received positive feedback to the Pronoun training, Equality Impact Assessment Toolkit and Reasonable adjustment passport work that are now being rolled out across the College.

Veronica Lynch is leading on a disability review looking at what we do well and areas for improvement in this area.

We are now considering the National Equality Outcomes that have been introduced by the SFC/EHRC for Universities and Colleges.

Sickness Absence

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

CIPHR	2019/2020 (full year)		2020/2021 (full year)		2021/2022 (full year)		2022-2023 (full year)	
	Total Sick Days	Average Sick Days per Head	Total Sick Days	Average Sick Days per Head	Total Sick Days	Average Sick Days per Head	Total Sick Days	Average Sick Days per Head
Management	35	1.95	0	0.0	105	5.8	23	1.3
Support	3161.5	12.65	1557	6.7	1987	12.6	1284	7.7
Academic	852	3.46	706	2.8	1128	6.1	886	4.7
Total	4048.50	7.88	2263	4.5	3220	8.9	2193	5.9

This shows the average sick days per head has reduced from 21/22 to 22/23 to 5.9 days, the average for the UK workforce was 5.7 in 2022. Whilst we are slightly above this figure, we have seen a marked reduction from the previous year across all of our staff groups.

The final figures for the 21/22 year compared to 22/23 are below:

	Cumulative (Aug 2021 - July 2022)		Cumulative (Aug 2022 - July 2023)	
	Short Term - Total Sick Days	Long Term - Total Sick Days	Short Term - Total Sick Days	Long Term - Total Sick Days
Management	41	64	23	0
Support	932	1055	780	504
Academic	406	722	469	417
Total	1379	1841	1272	921

The figures shown for 2022/23 have reduced when compared to 21/22 across all areas for long term sickness absence (halved), whereas for short term sickness absence this is a reduction for management and support staff, but a 15% increase for academic staff which will be monitored during 23/24.

Some summary information related to the 22/23 academic year

- 294 days were lost due to COVID-19 which represents 13% of the total days lost. One colleague has been absent from work since December 2022 due to Long COVID and further advice is being sought from Occupational Health regarding the long-term symptoms, whether the colleague will be fit to return to work, when and in what capacity.
- 53 colleagues were absent from work due to mental health issues resulting in 652 days lost. This represents 30% of the total days lost.
- 6 colleagues were absent from work due to work related stress resulting in 51 days lost. This represents 2% of the total days lost.
- For those staff who were on long term sickness absence two left the college through ill-health retirement. One colleague who has two roles with the college left on voluntary redundancy from one of their roles and discussions are ongoing about

them returning to their academic role in the near future. Five colleagues returned to work and two remained absent at 31st July 2023.

- 23 colleagues engaged the services of Rowan Consultancy who are the college external counselling provider. This is a slight increase from the previous period of 20. Females accounted for 61% and males accounted for 39%. The main presenting issues were anxiety and personal relationships which accounted for 48% of the total. Counselling provision continues to be seen as one of the positive wellbeing interventions that organisations can offer to its workforce and the feedback given by some of our colleagues echoes this.
- We continue to work with our Occupational Health Adviser, Medigold to gain medical advice and guidance around supports and interventions that can be put in place to support employee wellbeing. During the period to June 2023 there were 14 management referrals which is a 40% decrease from the previous period.

Sickness absence 2023/2024 going forward

	Cumulative (Aug 2022 only)		Cumulative (Aug 2023 only)	
	Short Term - Total Sick Days	Long Term - Total Sick Days	Short Term - Total Sick Days	Long Term - Total Sick Days
Management	5	0	0	0
Support	58	12	95	23
Academic	36	10	60	28
Total	99	22	155	51

The levels of short term sickness absence and long term sickness absence for August 23 are higher than seen in August 2022. This will be monitored going forward to understand whether this trend will continue into 2023/24

Cold/flu/covid19 and mental health are the main reasons for the short term sickness absence (this was only cold/flu/Covid19 in 2022) and two members of staff were absence due to work related stress in August 2023.

We currently have 4 members of staff on long term sickness absence for various reasons.

Stress Survey

The stress management group have decided that the next Stress Survey for the College will take place in January 2024, to match the surveys run in 2021 and 2022.

Health Surveillance

The first group of staff going through Health surveillance took place in August 2023 with further dates set for September and October. We have starting with audiometry. But the September and October dates will include Lung Function, Lead testing etc.

Professional Reviews

Professional Reviews for staff will be taking place between the 16 October 2023 and the end of January 2024. Training is being put on for Managers and staff alike about on the process and paperwork alike from the 16 October 2023 and these sessions will be run by HR staff and the Head of Learning and Teaching Enhancement (for Academic managers only).

Organisational Development

During the 2022/23 year a total of 15759.49 hours/2233.42 days Continuous Professional Development (CPD) were undertaken and recorded on the HR system. This equates to an average of 31hours / 4.4days per employee based on head count. However, the full-time equivalent (FTE) figure is the one that is of most relevant when considering the overall participation in CPD and this shows an average of 43.2 / 6.12 days CPD undertaken.

The percentage of employees completing CPD varies across job classifications is slightly disproportionate to the percentage of staff within those classification; Academic; Professional Services; Management. Academic staff are undertaking proportionately more CPD than Professional Services in particular.

Based on the available data some departments seem to be doing less CPD than others, but when this is discussed with the Head of Department this seems not to be the case and it is just not being logged on the HR system which is the responsibility of the individual. This will be flagged up with Heads of Department as an issue.

When comparing to protected characteristics

- females are undertaking more CPD than males
- white staff have undertaken more CPD than white, however the lowest reported figures relate to those staff who have not disclosed their ethnic origin
- the levels of CPD for staff who declare a disability is as expected

We ran a staff development programme in August 2022 and 50 different sessions were available for staff to attend.

During the academic year we also ran a pilot of a Level 1 Management Development programme and then ran this programme twice more during the year.

The Health, Safety and Wellbeing Adviser ran 49 in-house face to face training sessions on a number of topics, including stress management, stress awareness, COSHH, risk assessor training.

In addition to the Gender Based Violence and Let's Talk About Race e-learning packages brought in during the 21/22 Academic year as part of our mandatory training, a number of new EDI related training/awareness sessions were introduced for staff during the 22/23 academic year including;

Pronoun Awareness Training
Trans Awareness Training
Equality Impact Assessment Training

Perth Autism Support also provided two different Neurodiversity Awareness Training sessions, one aimed at staff with a longer-term relationship with students/staff (e.g. Line Managers, PAT's, Lecturers) and the other session for staff who had a shorter, transactional relationship with students/staff (e.g. reception and catering staff.)

During 2023/24 we will continue to run the level 1 management development programme and will run a pilot for Level 2.

We continue to look to bring the mandatory training that is currently held on the UHI area of Brightspace (GBV training, EQIA training etc) into UHI Perth's control and it is anticipated that this will be concluded by December 2023.

In September 2023 we have procured a new Information Security plus training, which focuses on cyber security and information security and this has been rolled out to a number of priority departments (Student Experience, Finance, HR & Organisational Development and ICT & Digital Transformation), and will be rolled out across the rest of the College shortly.

Recruitment

During the 23/24 academic year we have advertised 94 jobs within UHI Perth, 19 were internal only, the others were internal and external.

We received 704 applications for these roles. We are not breaking down the applications by some of the protected characteristics so we can identify if there are any improvements we need to make to our processes and systems.

As part of our commitment to the Disability Confident Scheme, UHI Perth operates a guaranteed job interview scheme (GJIS). Under the GJIS, any applicant who declares that they have a disability through the application process, who also meets all of the essential criteria contained within the person specification, will be offered an interview for the vacancy.

As part of this work, UHI Perth also now advertises all external vacancies with Fairstart Scotland via Remploy in Perth. We have developed a working agreement and relationship with both the Regional Account Manager and the National Strategy Manager for Remploy. We have developed and implemented changes to our recruitment processes to ensure that we are providing disabled applicants with a fair and equal opportunity to apply for roles with UHI Perth.

We also now advertise all external vacancies on the CDN website

Procurement

There have been a number of procurement related activities managed by the HR department over the last few months including:

- We are now considering whether we move to a full EAP as opposed to a counselling only service.
- We have procured services of an external company to undertake the survey part of our disability review.
- We have procured a new Information Security training from the same supplier who offers many of our mandatory trainings.
- We have expressed an interest in a partnership wide Occupational Health procurement, this does not commit the College to anything, but allows us to join if we wish.
- Creation of the new APUC framework for HR and Payroll systems is still underway with the new framework hopefully available in late November.
- Procurement for an external company to undertake a future staff survey if required during 2024 and/or 2025 is now in place. This also allows us to undertake two pulse surveys each academic year.

Equality Diversity and Inclusion Team (EDIT)

Note of meeting held on Thursday 09.02.2023 09.30am, Room 019/Microsoft Teams VC

Present: Katy Lees (KFL), Head of HR & OD (Chair)
Ian Bow (IB), HS&W Adviser
Alexander Weir (AW), Wellbeing & Support Officer
Sarah Wood (SW), EDI Advisor
David Gourley (DG), Head of Learning & Teaching Enhancement
Catherine Etri (CE), Associate Principal (Academic)
Lesley Connaghan (LCO), SDD, ALS
Charlea Jefts (CJ), HISA
Lorenz Cairns (LC), Depute Principal
David Snowden (DS), Examination Manager, AST
Jane Edwards (JE), UNISON Rep
Gerald McLaughlin (GM), Student Services Manager
Todor Pavlov-Kennedy (TPK), HISA President Perth

Apologies: Sara O'Hagan (SOH), EIS-FELA Representative

Note Taker: Trudy Guthrie

Summary of Action Items

Ref	Action	Responsibility	Timeline
12.	Mainstreaming Report Update – Interim Meeting to be created to discuss.	TG	By mid May
14.	EDIT Members Updates – IB raised concerns that the vending machines are too high for some users. KFL to provide IB with info re Aramark group to raise this. Digital Accessibility Regulations 2018 – rebranding means we need to update all our teaching materials and explained how we approach this. DG to forward this issue to KFL who will raise it at UHI level.	KFL DG	Asap Asap
15.	Feedback to EDICT - KFL asked if there was anything in particular the Group would like taken to the next meeting – asked all to feedback to herself and SW. DG asked for Accessibility to be taken.	ALL	For next Meeting

MINUTES:

Item	Action
<p>1. Welcome & Apologies</p> <p>KFL welcomed all present.</p> <p>Apologies were noted.</p>	
<p>2. Addition to the Agenda for AOCB</p> <ul style="list-style-type: none">• Accessibility	
<p>3. Minutes of previous meeting</p> <p>With the amendment requested below, the minutes of the EDIT meeting held on 8 December 2022 were approved as an accurate reflection of the discussions that had taken place.</p> <p>IB noted that in item 11 its SVS not SDS.</p>	
<p>4. Matters Arising not included elsewhere on the Agenda/ Review of Actions from previous meeting</p> <p>5. UHI Equality, Diversity and Inclusiveness Policy – KFL to provide update – KFL stated the UHI EDI Committee has met and this is on their agenda to look at but will be later this calendar year. Their key focus is on Mainstreaming at the moment, KFL detailed this.</p> <p>8. Equality Outcomes 2021-2025 – SW to arrange a meeting with SDDs to discuss – Completed. SW has added the updated action plan into the Teams area.</p> <p>11. EDIT Members Update – SW to resend email to all students and staff re lift usage – Completed.</p>	
<p>5. UHI Equality, Diversity and Inclusiveness Policy – update</p> <p>No change for this meeting.</p>	
<p>6. Policy/Procedure Approvals</p> <p>None for this meeting.</p>	
<p>7. British Sign Language – update</p> <p>GM provided an update detailing SHELLS - 3 modules have been developed to help staff, GM will send link to HR. UHI Shells are open to students accessing these units, GM will create a cohort of students to be able to access. Detailed BSL plans for the education sector. The Scottish Government will be creating an online session to connect BSL students across Scotland. Awareness raising session will be held at the UHI Development</p>	

Item	
<p>Day in May to demonstrate how we get the additional support for students with BSL needs.</p>	
<p>8. Trade Union Items</p>	
<p>None.</p>	
<p>9. Equality Outcomes 2021-2025 – Update</p>	
<p>SW spoke to this paper. GM advised we are meeting everything stipulated. SW stated that she had been speaking with curriculum areas finding out what they are doing in relation to outcome 3 which relates to gender imbalances. SW wants to look into our reporting mechanisms. All discussed the need to capture this information in the Mainstreaming report across this organisation.</p>	
<p>10. Equality, Diversity & Inclusion Adviser</p>	
<p>SW provided an update on the next 2 items. Neuro Diversity training – this went to SMT and was approved so are now working with PAS to get this implemented. Will be arranging more in-depth training for Academic staff and shorter training sessions for all other staff along with ongoing drop-in sessions. Trans and Pronoun awareness training also being set up for this Academic year.</p>	
<p>11. Tackling Persistent Inequalities Together – National Equality Outcomes</p>	
<p>KFL spoke to this item. Explained the report was published in January this year and was agreed between The Scottish Funding Council and EHRC. We are being asked to review the equality outcomes which have an impact for us and to build that into the work we are doing. Although this was discussed at UHI level this week, they have put forward different proposals. We are proposing we look at the National Equality Outcomes but don't lose sight of our own outcomes which we have researched and agreed following consultation. This piece of work is to be carried out over the next 2 years. All discussed at length what our approach should be. Need to identify which of these outcomes has the biggest impact on our College. SW will be contacting individuals in due course.</p>	
<p>SW advised that a questionnaire has been sent out to all involved in the Reasonable Adjustment Scheme Passport and this information will be used to inform the final proposed scheme and will bring to next EDIT meeting for final approval.</p>	
<p>12. Mainstreaming Report Update</p>	
<p>SW advised the Mainstreaming Report has been her main focus, advising it should be published by the end of March It was</p>	

Item	Action
suggested holding a separate meeting to discuss this further. TG to create an interim meeting to focus on Mainstreaming.	TG
13. Wheelchair Storage	
GM raised this issue as he is concerned there is a lack of momentum with this. Student wheelchair is currently being stored in room 035. GM to raise with the new Head of Estates.	
14. EDIT Members Updates – any other items not included elsewhere on the Agenda	
A discussion took place re accessibility requirements and how we move forward with this. IB advised that he had referred to the previous Accessibility report when looking into what needs updated/amended.	
JE – Asked that we take an action point to review our systems as discussed during this meeting. KFL will look through the discussed actions and advise if there is anything to report back	
CJ – No update.	
TPK – No update.	
SW – No update.	
IB – Currently carrying out Semester 2 PEEPs. Spoke to AOCB item on Accessibility and mentioned that vending machines are too high for some users. Is there any way we can improve access to these? KFL to provide IB with info re Aramark group to raise this.	KFL
GM – No update.	
AW – The Man Cave Group is getting closer to starting and AW will be talking about this at the forthcoming staff conference. An opportunity has arisen with RASAC for a 6 week trial starting on the 21 st Feb.	
LC – No update.	
DS – No update.	
DG – Digital Accessibility Regulations 2018 – rebranding means we need to update all our teaching materials and explained how we approach this. DG to forward this issue to KFL who will raise it at UHI level. Regarding decolonising the curriculum, had a good meeting re the pilots and discussed the progress on this.	DG
CE – Commended AW and team on work around The Man Cave.	

Item	Action
<p>LCO – Brought up online accessibility, wanted to highlight that we need to improve as individuals. Decolonising the curriculum, good work being carried out and believe we are providing a more in-depth look at this. Explained in detail how this is being carried out.</p> <p>KFL – Recognised the importance of this Group and the work we are doing to improve process across the College.</p>	
<p>15. Feedback to EDICT</p> <p>KFL asked if there was anything in particular the Group would like taken to the next meeting – asked all to feedback to herself and SW. DG asked for Accessibility to be taken.</p>	ALL
<p>16. AOCB</p> <ul style="list-style-type: none"> • None 	
<p>17. Date and time of next meetings:</p> <ul style="list-style-type: none"> • 15 June 2023 <p>All meetings are on Thursday, 09.30-11.30am, via Microsoft Teams VC.</p> <p>Meeting End: 11.02</p>	

Staff Engagement Group

Minutes

Date and time: Thursday 11 May 2023, 09.30am

Location: Room 019/Microsoft Teams

Members present: Mandy MacDonald (MM), Sara O'Hagan (SOH), Sarah Wilson (SW), Lorenz Cairns (LC), Lee Dunn (LD), Lynne Taylor (LT), Jacqui Allison (JA), Kathleen Connor (KC), John Dare (JD), Kristine Walker (KW)

Apologies: Caroline Taylor (CT), Craig Lindsay (CL), Lesley Sutherland (LS)

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

Note Taker: Trudy Guthrie

Minutes

Action

1. Welcome and Apologies

KFL 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 3 November 2022, 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:

- 6.1 Staff Conference Days – KFL to send out an email advising if the conference will be available online. KFL confirmed these will take place in person.

Action

- 9.1 Stress – KW to think of alternative times of the year to carry out the Stress Survey. KFL to contact KW outwith this meeting.
- 14. AOCB – KFL to raise the issue of timetable clashes with the Conference Committee. KFL has discussed with SW and are looking to make this happen. KFL advised of forthcoming conference and asked all to contact HR with dietary requirements for BBQ.

5. Staff Conference Days

- 5.1 All discussed at length alternative options for staff conference, venue, timing, seating etc.

6. Strategic Plan

- 6.1 LC provided the results of the consultative 36 targets were identified. Detailed the key areas staff felt were more important. After the last conference days staff were asked how they could help meet these targets. This info has been compiled and lead authors have been working it. KFL took team through this in detail. LC said there will be an update coming to all staff in due course after the plan goes to the Board for approval.

7. Health & Wellbeing

- 7.1 KFL advised this group is still meeting and continues to do good work.

8. Stress Management Group

- 8.1 KFL confirmed this Group meets regularly and recent correspondence update was sent out to all. KFL asked all for suggestions for any short or medium term actions that can make a difference to alleviate stress and send suggestions within a week. KFL advised there will be a site on PerthHub where all information will be stored this page will also include a suggestion area which staff can add into. All discussed concerns over recent press coverage of UHI financial situation and asked that more communication be sent out to alleviate stress. LC explained that SMT don't know what the actual situation is and don't want to communicate until have concrete information. LC to take to SMT and discuss what can be communicated at the present time.

LC

Action

9. HR Update

9.1 Nothing significant to update the group on

10. National Job Evaluation Project

10.1 KFL stated this is ongoing and further information is available on JNC website. All discussed frustrations with this situation.

11. Communications & Process Improvement

11.1 KFL advised the SLWG which was put together to create a new Comms strategy has completed the process. A decision needs to be made if this SLWG needs to remain in place. KFL asked if anyone has seen any of the information from this group on Perthub. All discussed. The next step would depend on the outcome from the Comms Strategy SLWG

12. Future Agenda Items

12.1 None.

13. Group Member Updates

(any other updates not included elsewhere on the Agenda)

LD – Provided an overview of recent events at the Nursery which included staff learning musical instruments and advised they will be performing soon in a rock festival. KFL asked if they can provide a short video for the staff conference. LD/JD to work together to pull this together

14. AOCB

None.

15. Date of Next Staff EG Meeting

- TBC

The meeting finished at: 11.04

Membership

Chair (ex officio).

Vice Chair (ex officio).

Principal (ex officio).

No fewer than 2 other Independent Members of the Board of Management.

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

Vice Principal (External)

Vice Principal (Operations)

Head of Human Resources and Organisational Development

Head of Estates

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.