

Finance and Resources Committee

Agenda

Meeting reference: F&R2024-25/04

Date: Wednesday 21st May 2025 at 5:00pm

Location: Online

Purpose: Scheduled meeting

* Denotes items for approval or discussion.

Members should contact the Secretary in advance of the meeting if they wish to request an item be starred.

	Agenda Items	Author	Led by	Paper
	As part of the Board Reset process, prior to the commencement of Committee Business Clerk will clarify the Terms of Reference for the Committee and Committee Members will be asked to provide an overview of their relevant experience.			Paper 1
1	Welcome and apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of a Conflict of Interest in any Agenda Item			
4	Minutes of the Meeting of the Finance & Resources Committee held on 24 March 2025		Chair	Paper 2
5	Actions arising from previous minutes			
6	Financial Performance & Budgets			
6.1	UHI Perth Management Accounts: Year to 30 April 2025 & Forecast to 31 July 2025		Depute Principal (Operations)	Verbal Update
*6.2	Mid-Year Review 2024/25	Depute Principal (Operations)	Depute Principal (Operations)	Paper 3
*6.3	UHI Perth Draft Budget 2025/26 & Indicative Budgets 2026/27 and 2027/28	Depute Principal (Operations)	Depute Principal (Operations)	Paper 4
*6.4	Staff & Student Financial Information	Director of HR	Director of HR	Paper 5

	Agenda Items	Author	Led by	Paper
7	Strategy			
*7.1	UHI Perth Recovery Plan	SLT	Depute Principal (Operations)	Verbal Update
8	Estates			
*8.1	Estates Planning SLWG – Interim Report	Co-Chairs, SLWG	Co-Chairs. SLWG	Paper 6
8.1	Estates Update	Director of Estates	Director of Estates	Paper 7
9	Human Resources			
9.1	HR Update	Director of HR & Organisational Development	Director of HR & Organisational Development	Paper 8
10	Information Systems			
10.1	Digital Transformation Update	Director of Information Services	Director of Information Services	Paper 9
11	Student Consultation on Food & Beverage Service on Campus	HISA Perth	Student Board Member	Paper 10
12	Committee Terms of Reference: EDIT			Paper 11
13	Committee Minutes (for noting by Committee)			
13.11	JNC Committees <ul style="list-style-type: none"> JNC for Lecturers: 05/03/2025 JNC for Support Staff: 18/04/2025 			Paper 12 Paper 13
13.2	Perth Staff Group <ul style="list-style-type: none"> 27/02/2025 26/03/2025 			Paper 14 Paper 15
14	Date and Time of next meeting <ul style="list-style-type: none"> tbc 		Clerk	
*15	Review of Meeting & Key Messages (Committee to check against the Terms of Reference to ensure all competent business has been covered & to note Key Messages to be communicated to appropriate stakeholders)			Paper 16

FINANCE AND RESOURCES COMMITTEE

Paper 1

Membership

Chair of the Board of Management

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

Principal & Chief Executive

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)

Depute Principal (Operations)

Other appropriate staff members of the College by invitation

Quorum

The quorum shall be 4 members of which at least 2 to be Independent 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.

Reviewed October 2024

Finance & Resources Committee

DRAFT Minutes

Meeting reference: F&R2024-25/03

Date: Wednesday 19 March 2025

Location: ASW Room 961

Members present: Graham Watson, Chair
Chris Lusk, Board Member
Elaine Piggot, Board Member
Richard Fyfe, Staff Board Member
Xander McDade, Student Board Member
Margaret Cook, Principal

In attendance: Lorenz Cairns, Depute Principal (Academic)
Lynn Murray, Deputy Principal (Operations)
Katy Lees, Director of HR and Organisational Development
Jill Martin, Director of ICT
Gavin Stevenson, Director of Finance
Gavin Whigham, Director of Estates
Ian McCartney, Clerk to the Board

Apologies: Mary Fraser, Board Member
Jenni Harrison, Board Member

Chair: **Graham Watson**

Minute Taker: Ian McCartney

Quorum: 4

UHI Perth is a registered Scottish charity, number SC021209

We will act with integrity in everything we do

Student Centred + Innovative + Ambitious + Respectful + Inclusive + Collaborative

MINUTES

Item		Action
1.	Welcome and Apologies Chair welcomed everyone to the meeting and noted apologies.	
2.	Additions to the Agenda There were no additions to the agenda.	
3.	Declaration of Conflict of Interest in any Agenda Item Graham Watson declared an interest as Directors of AST.	
4.	Minutes of Meeting of Finance & Resources Committee. 05 December 2024 The minutes were approved as a true and accurate record of the meeting.	
5.	Matters Arising from previous minutes Board Member queried expenditure around lift repairs noted in Item 8, given that costs appeared to be in excess of threshold for approval. Vice Principal (Operations) advised that an SFC capital grant had been applied for and received therefore the amount was covered. Board Member stressed that this item should still have come to Committee for approval. Director of Estates noted that the matter had been through an APUC tender process but apologised that this hadn't been brought to Committee. Chair expressed concern that appropriate governance arrangements were not being followed, and requested that procedures to be reviewed and retrospective approval to be sought. Board Member suggested Internal Audit to be made aware of issue to advise on any course of action to be followed re potential flagging of issues to appropriate parties. Committee AGREED these courses of action.	Vice Principal (Operations) /Clerk
6.	UHI Perth Recovery Plan Principal noted that the discussion around key issues at the recent Board Development session had been helpful feedback allowing SLT to produce recommendations, and noted that a full paper was being prepared for the Board of Management meeting on 02 April. Student Board Member queried what level of detail was to be expected in the final Plan, including around the HE proposals, to assist Board in its decision-making. Principal noted that removing	

HE completely effectively means the college cannot function in its current guise due to reduced funding, but can still be used as a bargaining tool in discussions around the top-slice. Depute Principal (Academic) noted that the average income per HE student amounts to around £6,200, but after top-slice this is reduced to approx. £4,000, therefore the college, in proposing a “franchise” option, would effectively be asking UHI to provide more cash per head with a reduced contribution via top-slice.

Chair advised that there was no mileage in asking for a reduced top-slice therefore college has to demonstrate what dropping HE would mean and then quantify what college’s proposals would be in order to create realism for discussions further down the line. Chair noted that the Recovery Plan is in effect the first stage of a number of discussions to reach the position of a viable UHI Perth, as transformation won’t be quick, therefore the Recovery Plan needs greater nuance.

Depute Principal (Academic) stressed that there was no detail available on how a “franchise” model would work. Principal noted that if Board require to see this option in the Recovery Plan, SLT will produce, however there is in effect a circular argument around finances with EO with no obvious solution to break this cycle. Board Member recognised issues, but are asking SLT for some out-the-box thinking including some short-term solutions to reduce expenditure.

Student Board Member clarified that the original query related to the level of detail on all options being proposed, and would hope to see detailed proposals on how UHI Perth can get the best value out of the top-slice, and this requires an understanding of the numbers. Depute Principal (Operations) noted that the level of detail around items under UHI Perth’s control remained the same as per presentation previously provided, however the Plan would contain recommendations and risks for each of these items. Board Member noted that Board’s expectations were that the next iteration of the Plan would provide information around numbers, pros/cons and impacts at a reasonably detailed level.

Depute Principal (Academic) noted that some out-the-box options had previously been explored/tried but needs willingness of UHI to move on these options and there is a need to continually challenge UHI around issues such as the top-slice, therefore options are limited to those within UHI Perth’s own sphere of influence.

Depute Principal (Operations) advised that UHI were speaking to UHI Perth next week having seen the draft. Board Member queried whether there were any suggestions to work with UHI to take things forward cost-effectively. Depute Principal (Academic) stressed that such solutions start with hard conversations. Principal advised that the Transition Project was the only option available but there are challenges with the timescales and the college is

	<p>running out of road to save money through working together; figures could be provided around costs and impacts, however these are likely to damage the student experience and there is no money to invest.</p> <p>Chair noted ongoing negotiations between UHI and SFC and the scale of the challenge has been recognised, however there may be a need to reset UHI Perth's goals as to what needs to be achieved.</p> <p>Principal noted that the paper would be revisited based on the comments provided prior to being issued for Board. Depute Principal (Operations) requested a level of realism as to what could be achieved in the time available before papers were due to be issued.</p> <p>Committee expressed comfort that the full Recovery Plan paper may require to be issued late to allow review to meet Board's expectations around having information to allow an informed decision at the Board meeting.</p> <p>Committee requested that SLT review what is to be presented to Board Meeting on 02 April, and agreed that a high-level paper be issued with Board Papers followed by a more detailed paper by afternoon of 31 March to ensure the Board have the level of detail they are looking for.</p>	
<p>7.1</p> <p>& 7.2</p>	<p>UHI Perth Management Accounts: Year to 31 January 2025</p> <p>UHI Perth Financial Forecast to 31 July 2025</p> <p>Depute Principal (Operations) presented Papers 3 and 4, noting that errors had been made in the preparation of the budget which had resulted in a significant error in the Catering figures of around £0.7m, for which apologies were extended. This has resulted in the deficit forecast moving from £1.2m per the original budget to a forecast deficit of £1.8m.</p> <p>Depute Principal (Operations) reported that the matter has been highlighted to EO to be passed on to SFC, and guidance is awaited from this process.</p> <p>The matter has impacted on cashflow, resulting in a £1m cashflow deficit forecast for July 2025.</p> <p>Director of Finance advised on the processes that had been followed in this matter, and Finance staff had identified legacy system issues around budgeting which were being addressed, with a view to improving accuracy and timeliness of figures.</p> <p>Director of Finance noted that variances had been identified within the forecast and there is still some work to be done on the income</p>	

	<p>side, however the numbers were robust in terms of actuals.</p> <p>Board Member queried why it had taken so long for revised catering number to come through. Director of Finance noted that there were legacy system issues and the focus in this area had been on income levels, therefore it had taken longer to produce a reliable number.</p> <p>Board Member queried why the pension strain number was yet again more than expected. Director of Finance advised that a large percentage of this figure was around a single individual and the assumptions hadn't included the size of strain that crystallised.</p> <p>Board Member queried when college knew about these additional costs. Depute Principal (Operations) advised that the full extent of the costs became known when 3 staff completed the VS process, and advised that some areas of the college were still due to conclude consultations. Director of HR noted that the minimum and maximum amount of the pension strain costs around these outstanding areas, depending on outcome, varied between £zero and £150,000.</p> <p>Board Member expressed surprise that the total amount of strain being paid fell within the total budget for savings. Principal suggested that Internal Auditors could be requested to work through the processes utilised and ensure lessons were learned.</p> <p>Student Board Member requested more information on what college could knowingly have predicted as it is difficult to understand why maximum costs could not have been known at the start of the process. Board Member added that the purpose of VS is to save money, therefore the pension strain costs should have been part of the planning process.</p> <p>Board Member sought clarification, as it's in SLT's power to grant VS, whether anyone was turned down and whether pension strain was part of that decision-making process. Principal advised that there were refused VS applications due to operational reasons.</p> <p>Director of HR advised that in 2023/24, 83 applications had been approved and 39 rejected, and that most applications are not in targeted areas. Director of HR further advised that any application where the severance and pension strain costs exceeded 24 months would require Remuneration Committee to seek approval from SFC via the RSB to permit this.</p> <p>Chair welcomed Principal's proposal to have Internal Audit look at processes to ensure appropriate governance is taking place and advise on any required changes; this should be undertaken with a degree of urgency. Depute Principal (Operations) not that Internal Auditors had already audited the initial VS process following complaints and the report had provided a clean bill of health for</p>	
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	<p>processes undertaken. Board Member suggested that consideration be given to pausing the VS scheme until review is concluded.</p> <p>Board Member expressed concern around the errors noted previously around the financial reports, while making appropriate allowances for the newness of the Finance Team, and sought reassurance going forward that the Finance Team are at full capacity and that excuses are no longer acceptable. Board Member also sought clarification on the costs of a review as discussed.</p> <p>Depute Principal (Operations) explained the reason for errors and expressed understanding around concerns, noting that, while a full Finance Team had been in place since February, it does take some time to bring everyone up to speed. Depute Principal (Operations) expressed confidence in the Team's ability to deliver going forward</p> <p>Chair summarised discussions around Papers 3 and 4, noting that Committee sought clarity around how budgeting errors had occurred, how pension strain costs had increased, and sought reassurance around Finance Team capacities.</p> <p>Committee AGREED to request that Internal Auditor review Finance Department around budgeting processes to allow lessons to be learned.</p> <p>Committee noted Papers 3 & 4.</p>	
8	<p>Estates Update</p> <p>Director of Estates presented Paper 5.</p> <p>Board Member queried whether EV chargers had been looked at as a potential income stream. Director of Estates noted that a quote had been provided however there was a large initial outlay of costs. Board Member suggested considering a partnership with EV providers which may cover any initial outlays but still allow an income stream.</p> <p>Committee noted Paper 5.</p>	
9	<p>HR Update</p> <p>Director of HR presented Paper 6, highlighting sickness absence rates, the Stress Survey and the launch of the annual Staff Survey.</p> <p>Student Board Member queried the latest developments around the Unison boycott. Director of HR noted that feedback had yet to be received.</p>	

	Committee noted Paper 6.	
10	Digital Transformation Update Director of ICT presented Paper 7, noting that the college currently operates 72 SmartBoard rather than the 68 recorded in the report. Committee noted Paper 7.	
11	Committee Meetings The following Committee minutes were presented for information and noted : <ul style="list-style-type: none"> • EDIT Committee, 21 November 2024 • EDIT Committee, 27 February 2025 • Perth Staff Group, 28 November 2024 • Perth Staff Group, 30 January 2025 	
13	Date & Time of Next Meeting <ul style="list-style-type: none"> • Wednesday 21 May 2025 	
14	Review of Meeting Committee confirmed that the meeting had been conducted in line with its Terms of Reference.	

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

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

Status of Minutes – Open ☒

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

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

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

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

Committee Cover Sheet

Paper No.3

Name of Committee	Board of Management
Subject	FFR - Mid-Year Review 2024/25
Date of Committee meeting	21/05/2025
Author	Depute Principal, Operations
Date paper prepared	16/05/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Paper provides a brief summary of the mid-year Financial Forecast Return that was submitted to the Scottish Funding Council at the end of March 2025.
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	N/A
Action requested	<input checked="" type="checkbox"/> For information <input 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.	Important paper relating to the strategic objective of financial sustainability.

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 but the paper reflects the use and performance of college resources.</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**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

Committee Cover Sheet

FFR Mid-Year 24/25

The MYR (mid-year review) submitted by the end of March 2025 is based on the half-year forecast at 31 January 2025. A summary is provided below.

Key assumptions

1. For comparative purposes the MYR reports UHI costs including subsidiary company Air Service Training Ltd.
2. Depreciation is included in non-staff costs.

	FFR 2024/25 £m	MYR 2024/25 £m	Variance £m
Income	26.1	28.1	2.0
Staff cost	19.4	20.4	(1.0)
Non-staff cost	8.9	11.5	(2.6)
Deficit	(2.2)	(3.8)	(1.6)

Key Variances

Key variances were included in the report to the Board on the half-year forecast to 31 January 2025.

The increased income is mainly due to student support income missed from the FFR.

The increase in staff costs is mainly due to increased vs and pension strain costs.

The increase in non-staff costs is mainly due to the catering cost missed from the FFR of £0.8m, finance costs of £0.4m, increased ICT costs of £0.1m for break-fix provision and AST £0.8m.

Committee	Finance and Resources
Subject	UHI Perth - Draft 2025/26 Budget
Date of Committee meeting	21/05/2025
Author	Lynn Murray, Depute Principal - Operations
Date paper prepared	18/05/2025
Executive summary of the paper	<p>This paper includes the first draft 2025/26 budget of £1.479m deficit, which is tabled for discussion at this Committee. Indicative draft budgets are shown for 2026/27 (£2.580m deficit) and 2027/28 (£3.545m deficit).</p> <p>Appendix 1 – Draft budget 2025/26 and indicative budgets for the next two years Appendix 2 – Budget assumptions Appendix 3 – Key variances between 2024/25 and 2025/26 budgets Appendix 4 – Opportunities and risks</p>
Consultation How has consultation with partners been carried out?	<p>This paper will be shared with the Perth Leadership Group, the Executive Office of UHI and a consultant appointed by them to support the work on the recovery plan. Any actions following their comments will be included in the budget paper to the Board on 5 June.</p>
Action requested	<p><input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval</p>
Resource implications (If yes, please provide details)	<p>Yes Budgeted income and expenditure is included.</p>
Risk implications	Yes

(If yes, please provide details)	Notes the risk to financial sustainability. See appendix 4.
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	Financial sustainability
<u>Equality and diversity</u> No If yes, please give details:	Click or tap here to enter text.
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 If yes, please give details: Click or tap here to enter text.
<u>Data Protection</u> Does this activity/ proposal require a Data Protection Impact Assessment?	No Set out any data protection aspects and whether a data protection impact assessment is needed
Status (e.g. confidential/non confidential)	Non-Confidential
Freedom of information Can this paper be included in “open” business?* -Yes	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
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* If a paper should **not** be included within 'open' business, please highlight below the reason.

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

For how long must the paper be withheld? 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

Purpose

1. The purpose of this report is to present a first draft budget for 2025/26 for discussion at the Finance and Resources Committee. Indicative budgets are also provided for 2026/27 and 2027/28. These budgets reflect the current provision of services to students and support and serve as a base point for the recovery plan.

Background

2. Along with the rest of the FE and HE sector in Scotland, UHI Perth has continued to experience financial challenges in recent years. Over financial years 2022/23 and 2023/24 there were staff savings of ~£3.5m leading to a reduction of 19% of the workforce. In 2024/25 the Board approved a budget deficit of £1.288m on 18 December 2024 given that the Scottish Funding Council (SFC) agreed to provide liquidity support of £1.5m, repayable when we have the financial ability, and had provided a letter of comfort in terms of going concern. In the half year forecast review to 31 January 2025 the forecast budget deficit increased to £1.827m due mainly to an error in the budget for catering costs and a revised cashflow at that time showed that £1m additional funding support was required in July 2025 to remain solvent. This has raised significant concerns with the Executive Office as Regional Strategic Body (RSB) and the SFC, who require a recovery plan from UHI Perth before authorising further liquidity support. The budget for the next three years is a key baseline to this plan.
3. SFC announced draft indicative funding for FE and HE for 2025/26 in April 2025 and final allocations are expected by the end of May. The RSB then provided draft indicative funding allocations to UHI Perth and other academic partners in April. The overall amount of investment for colleges means a real term cut for the sector as the investment is not keeping pace with inflation; the total teaching funding allocated to colleges has increased by 2.6% (£13m) on last year against an inflation rate of 3%. UHI had the third biggest cut in teaching grant allocation from the previous year if National Pay Bargaining and the allocation to cover the increase in FE teachers pension funding are excluded. The RSB has had initial discussions with the SFC on this position as the SFC had given assurances that no College would experience a reduction in grant allocation in 2025/26.
4. The funding allocation has implications for UHI Perth in several areas but the most material is that the negligible increase in income coupled with reduced HE student numbers does not cover the increase in staff costs through national pay bargaining (NPB), which has been the case for many years. The SFC has committed to reviewing their funding model during 2025/26 and we will need to review our budgets to reflect any impact on UHI Perth.
5. The draft 2025/26 budget and indicative budgets for the following two years have been prepared in the context of political uncertainty, ongoing public sector financial challenges and inflation rates above the Bank of England's 2% target.

6. UHI Perth is required to submit a Financial Forecast Return (FFR) to the SFC by 30 June 2025. The SFC is due to provide guidance for 2025/26 in late May and the budget may need to be revised if assumptions differ to those we have used to ensure consistency of financial information. Depending on the timing of the guidance and time required to incorporate any changes it may be necessary to call a Board meeting after 5 June to finally approve the budget.

Draft 2025/26 Budget

7. Each of the directors on the Perth Leadership Group (PLG) is a budget holder, having responsibility for cost centres within their department. The Directors of Curriculum delegate budget management for some cost centres to sector managers although retain overall accountability. In preparing the draft budget for 2025/26 the Finance Team met with each budget holder to discuss forecasts for income, staff costs and non-staff costs for 2024/25, 2025/26 budget requirements and estimated monthly spend profile, and indicative budgets for 2026/27 and 2027/28. The Depute Principals then met with each director to challenge the level of budget required, which resulted in some amendments to the draft budget included at appendix 1. For the first time this year income, staff costs and non-staff costs were shown together in the same cost centre making it easier to assess the overall financial view. An exercise is yet to be completed to allocate the majority of academic income between cost centres then to assess course profitability.
8. The RSB provided assumptions to be used by all academic partners to ensure consistency, which were discussed and agreed by the Finance Directors in the partnership. Appendix 2 includes the assumptions used in relation to income, staff costs and non-staff costs.
9. The draft budget for 2025/26 includes income of £27.011m and expenditure of £28.490m resulting in a deficit of £1.479m. The table below summarises the position with a split between staff and non-staff costs shown as a percentage of income. Staff costs have reduced as a percentage between years while non-staff costs have increased.

	Budget 25/26	%age of income	Budget 24/25	%age of income	Variance
	£'000		£'000		£'000
Income	27,011		25,313		1,698
Staff costs	19,355	71.7%	18,868	74.5%	487
Non-staff costs	9,135	33.8%	7,733	30.5%	1,402
Surplus/(Deficit)	- 1,479	105.5%	- 1,288	105.1%	- 191
Depreciation	1,678		2,026		- 348
Profit/(Loss)	- 3,157		- 3,314		157

Income

10. 85% of the total income we receive relates to academic provision, of which 86% is SFC funding. 15% relates to commercial income for the Academy of Sport and Wellbeing, the external catering contract which is due for renewal this summer, the student residences and other income such as international.
11. ASW is budgeted to make a profit of £0.213m in 2025/26 and residences a profit of £0.248m. £1.491m income is budgeted for international business and this activity will be included in the course profitability exercise.

Staff costs

12. The table below shows staff cost metrics for 2025/26 with the number of academic and support (professional services) staff evenly split although 60% of the permanent staff budget relating to academic. It should be noted that permanent staff per the table includes fixed term contracts that are on our payroll. Contracted staff includes people brought in at particular times to provide sickness cover for example.

	2025/26	
	FTE	£
<u>Permanent Staff</u>		
Academic	152.17	£10,926,369
Support	150.21	£7,191,082
	302.38	£18,117,451
<u>Contracted</u>		
Academic	10.00	£700,210
Support	3.00	£115,096
Invigilators	n/a	£45,000
	13.00	£860,306

13. The reasons for the key movements of staff costs between years is set out below, with the main changes relating to pay awards and increments.

Staff cost movement between years	2026/27 £'000	2027/28 £'000
Prior year staff costs	19,355	19,947
Remove vs and pension strain relating to 2025/26	-185	0
Remove fixed term posts	-67	0
Delayed reduction in staff	-20	0
Pay award	772	834
Increments	84	49
Increase in non-funded pensions & apprenticeship levy	8	9
	19,947	20,839

Non-staff costs

14. Non-staff costs account for a third of the budget with 20% relating to costs on maintaining our estate, including energy and utility costs, and 7% relating to ICT costs (hardware and software). As reported in the 2024/25 budget paper, estates and ICT have had significant under-investment over the past several years meaning that our estate continues to deteriorate and we are not providing our students with up-to-date technology in teaching areas that they will have come to expect in other learning establishments. Development of systems will be an important lever to realise savings from efficiencies by continuous improvement and we will be stymied if under-investment continues. In some cases modules have been purchased to enable improved reporting for example but further spend is needed to develop the system for our purposes and train staff. Lack of investment in estates and ICT are included as risks in appendix 4.
15. Non-staff costs have increased between years mainly due to costs missed from the 2024/25 budget although reductions have been made in areas such as travel and subsistence, training, ICT and property costs with the new catering contract.
16. UHI Perth has a high level of income which is exempt or outwith the scope of VAT meaning we cannot claim back all the VAT on purchases. £0.3m has been included in the budget this year, which was not included previously.
17. The reasons for the key variances between the 2024/25 budget and the 2025/26 budget are set out in appendix 3. Further analysis will take place before the Board meeting where required to ensure that income and cost lines have not been missed.

Priorities for 2025/26

18. The PLG identified five key priorities to take forward as an organisation in 2025/26, some of which require staff and budget resource and others where this is at least partially in place:
 - **Estates strategy** – phase 1 library and phase 2 budget can be developed within budget. ~£5m commercial costs have been identified in a master planning report

for future phases but they will be reviewed as we have in-house trades to determine what can be achieved within budget.

- **Continuous improvement** – beyond a post for continuous improvement there is not money in the budget for systems development. Systems to prioritise for development are HR and payroll, student records, finance and booking systems.
- **Digitisation of the curriculum** – academic staff participation in digital training to enable blended learning and reduced print and paper costs. There is 1.1 FTE in place to support the transition and additional software may be required.
- **Course profitability modelling** – now there are budget figures work can start on course profitability for those delivered at UHI Perth and internationally to assess financial performance of each course which should be completed in time for decisions to be made for the 2026/27 academic year.
- **Investigating and developing international business** – pipeline business of ~£200k in China has been identified but is subject to Chinese Ministerial approval. We will investigate further development of international business – transnational education, online and direct on-campus.

Indicative budgets for 2026/27 and 2027/28

19. Indicative budgets have been prepared for 2026/27 and 2027/28. Assumptions are included at appendix 2.

Cashflow

20. Now that the draft budget has been prepared we are in a position to prepare a cashflow forecast for the three financial years. It will be provided to the Finance and Resources Committee as soon as possible.

Risks

21. There are three risk categories in the ERM (Enterprise Risk Management) strategic risk register that relate to the financial sustainability of UHI Perth – academic income, commercial income and financial (income and cost risk). The Board has minimal risk appetite for the academic and financial categories and a cautious risk appetite for the commercial category.
22. Appendix 4 identifies opportunities and risks to the budget along with likelihood, impact, potential financial impact where this can be estimated and mitigating and enabling actions. These opportunities and risks are also relevant to the recovery plan.
23. The Perth Leadership Group will focus on identifying and mitigating risks to the budget. The Finance team will work with budget holders to regularly monitor income and costs and take early action on any under/overspends. Any significant issues will be highlighted to the Finance and Resources Committee prior to the Board as well as the Executive Office of UHI.

Recommendation

24. It is recommended that the Finance and Resources Committee notes the draft budget for 2025/26 and indicative budgets for the following two years and identifies any changes to be made before presenting to the Board on 5 June. SFC has previously funded the deficit by providing liquidity support but the SFC has asked for a recovery plan for the next three years as soon as possible before committing to further support.

Appendix 1 – Draft Budget 2025/26 and indicative budgets for the following two years

	Draft Budget 25/26	Approved Budget 24/25	Variance	Forecast 26/27	Forecast 27/28	Apx 3 Note
	£'000	£'000	£'000	£'000	£'000	
Income						
Academic						
FE teaching grant	8,750	8,487	263	8,750	8,750	1
Student support	2,340	2,340	0	2,340	2,340	
SFC/RSB grants	1,065	874	191	799	799	2
HE teaching grant	7,563	6,676	887	7,563	7,563	3
Tuition fees	2,616	2,980	- 364	2,616	2,616	4
SDS contracts	541	535	6	541	541	
	22,875	21,892	983	22,609	22,609	
Commercial						
Catering/Residences	1,281	1,080	201	1,289	1,289	5
Other income	1,995	1,639	356	1,903	1,904	6
ASW	860	700	160	860	860	7
	4,136	3,419	717	4,053	4,054	
Total Income	27,011	25,311	1,700	26,662	26,663	-
Staff costs						
Staff costs	18,309	16,944	1,365	19,051	19,905	8
Contracts & timesheet	860	1,101	- 241	897	934	9
VS & pension strain	185	823	- 638	-	-	10
Total Staff Costs	19,355	18,868	487	19,947	20,839	
Non-Staff costs						
Travel & subsistence	140	221	- 81	143	143	11
Training & other staff costs	102	153	- 51	107	107	12
Course costs & exam fees	1,425	1,413	12	1,467	1,467	
Supplies & services	1,898	262	1,636	1,842	1,846	13
ICT	628	765	- 137	720	761	14
Property costs	1,844	1,911	- 67	1,900	1,930	15
Legal & admin	595	571	24	607	605	
Bursary costs	2,340	2,340	0	2,340	2,340	-
Finance costs	164	98	66	168	169	16
Total Non-Staff costs	9,135	7,734	1,401	9,294	9,369	
Net Deficit	- 1,479	- 1,291	- 188	- 2,580	- 3,545	

Appendix 2 – Budget Assumptions**Income**

- FE funding from SFC - all three financial years are based on the draft indicative allocations for 2025/26 from EO received in April ie 22,050 credits. We usually achieve these credits and would have capacity to increase this number. Discussions between EO and the SFC are at an early stage to explore the potential to convert a shortfall of HE FTEs into FE credits.
- HE funding from SFC – all three financial years are based on the draft indicative allocations for 2025/26 from EO received in April 2025 reduced by 40.5 FTE to reflect UHI Perth target numbers ie from 1570.5 FTE to 1,530 FTE. Since the pandemic UHI Perth has not met its target numbers for HE and was reduced by 200 in the 2024/25 budget.
- Controlled HE numbers from SFC – these figures will not be released until later in the year so the same numbers as 2024/25 have been assumed for all three financial years.
- FE student support funding from SFC – all three financial years are based on the draft indicative allocations for 2025/26 from EO received in April 2025.
- HE research excellence grant and BIS research - all three financial years are based on the draft indicative allocations for 2025/26 from EO received in April 2025.
- Part-funding of academic staff pay award – of the 4.14% pay award agreed, it is expected that 1.14% will be funded from Scottish Government for 2025/26 but not the following two years.
- Funding of the increase in employers national insurance for FE staff – it is expected that 48% of the estimated cost increase will be funded by Scottish Government in 2025/26 but no contribution in the following two years.
- The increase in teachers pension fund contributions (SPPA) from 23% to 26% from 1 April 2024 is now absorbed within the FE funding allocation.
- Commercial income – 2.5% increase on residences in 2025/26 and international income per contracts. In ASW 5% price increases to PAYG (pay as you go and other activities) and assumed 10% increase in direct debit membership. No further increases in next two years – to be reviewed.
- Other income – assumed the same as 2024/25 or in line with contracts/ agreements.

Staff costs

- Staff costs are based on full and part-time posts at the time the budget is prepared on 15 May and have taken into account end dates of current fixed term contracts and known leavers.
- Academic staff – 4.14% pay award accumulating for each of the three financial years with 1.14% paid for by Scottish Government for 2025/26 but not the following two years.
- Support staff – 4.14% pay award accumulating for each of the three financial years fully paid by UHI Perth.
- Employers national insurance increases – per UK budget contribution changes based on the 2025/26 tax year for all three financial years.
- Teachers employers pension (SPPA) contribution – 26% for all three financial years.
- Support staff pension contribution – 15.7% for all three financial years.

- Increments made from 1 August each year where applicable.
- Pay award made from 1 September each year.
- The national job role evaluation process is still ongoing, and as it is assumed any additional cost of this will be funded in full, therefore nothing is included in the budget for increases in pay rates in relation to this.
- Academic contracted staff – assume 10 FTE posts for academic and 3 FTE posts for the Academy of Sport and Wellbeing. A process will need to be put in place to control use of this budget.
- Severance and pension strain costs – estimated to allow for potential cost of remaining restructuring started in 2023/24.
- Non-funded pension fund from Tayside Pension Fund - £10,250/month plus 5%.
- Apprenticeship Levy based on c£14m paybill (salary excluding employers NI and pension) @ 0.5% less £15,000 allowance.

Non-Staff Costs

- During the budget process budget holders were asked to reduce costs to a level needed to provide the service without contingency.
- FE and HE capital maintenance funding – ~£800k - assume that UHI Perth can use this funding for revenue spend in line with previous years. This is a risk as SFC has been considering stopping this practice for at least two years, which would mean that approx. £600k of ongoing repairs and maintenance would need to be paid from the revenue budget causing an additional budget pressure. Approximately £200k each year is likely to relate to capital spend.
- General inflation – 3%, which includes gas and electricity. Not all costs have been inflated unless there is an external contract, where inflation is built in.
- ICT costs – costs have been kept to a minimum for only essential spend for existing software and doesn't include development costs. £45k has been allowed for break-fix of hardware. This is a risk.
- Microram – for the first time in 2024/25 UHI Perth was a net receiver of microram. It has been assumed that this trend won't continue and £80k of costs have been budgeted for each of the three financial years.
- Depreciation – figure is based on UHI Perth 2023/24 financial statements

Appendix 3 – Key variances between 2024/25 and 2025/26 budgets

Apx 1			
Note	Description	Variance	Variance Analysis
		£'000	
1	FE teaching grant	263	£263K increase in line with the draft indicative FE funding grant for 2025/26. Cost per credit increase between years.
2	SFC/RSB grants	191	Variance resulting from planned 1.14% Academic Pay Award Funding and 48% FE NI Increase of £201k in 2025/26 budget.
3	HE teaching grant	887	Variance mainly due to £65k HISA cost and shared services of £276k included in error as income in 24/25, IT shared service income of £220k not included last year. Sport & Fitness controlled numbers understated by £249k in 24/25.
4	Tuition fees	- 364	£364K reduction in tuition fee due to reduced target number.
5	Catering/ residences	201	Driven by 2.5% rent increase approved by SLT.
6	Other income	356	Driven by £280k increase in international tuition income mainly from the Business, Technology and Wellbeing curriculum area. £129k research income relating to CMS which was not included in 2024/25 budget.
7	ASW	160	10% price increase for both PAYG and direct debit customers.
8	Staff costs	1,365	Main elements relate to £360k national insurance rate changes and £750k pay award. £185k not included last year for non-funded pension and apprenticeship levy.
9	Staff - contracts	- 241	Reduced as part of cost-cutting measures.
10	VS and pension strain	- 638	Costs in 24/25 relate to the workstream exercise started in 23/24. Budget for 25/26 estimates costs to complete this exercise.
11	Travel & subsistence	- 81	Reduced as part of cost-cutting measures. Majority of costs now relate to international travel to service existing contracts/ seek new business.
12	Training & other staff costs	- 51	Reduced as part of cost-cutting measures.
13	Supplies & services	1,636	Variance mainly resulting from £770K missed catering cost in 24/25 budget, £300K planned irrecoverable VAT in 25/26 budget, £65k HISA Cost and £276K Shared Services, plus £200k relating to other costs.
14	ICT	- 137	Variances due to £33k inaccurate figures in 24/25 for printing, £7k reduction in postage, £22k phone budget inflated in 24/25, £61k ICT budgets spread across departments in error in 24/25, reduced budget for HR system £5k and £9k miscellaneous.
15	Property costs	- 67	Reduced as part of cost-cutting measures.
16	Finance costs	66	£80k Microram cost is currently included here - to be netted off against academic income. Budget adjustment required.

Appendix 4 – Opportunities and Risks

No	Opportunity	Likelihood	Impact	Potential Financial Impact £'000	Enabling actions
1	Maximizing income growth opportunities	Medium	High	TBC	Promotion of UHI and Perth to increase profile and attract student numbers. EO discussing with SFC possibility of converting HE numbers to FE credits. Explore development of international markets to further generate profitable
2	Efficiency savings	Medium	Medium	TBC	Efficiency savings could be made in terms of systems, processes and staff time. A role is now in place to co-ordinate continuous improvement but additional investment in systems is needed to generate efficiencies.
3	Management of staff costs	High	High	>130	Options include continued management of vacancies, exploring options for increased flexible working/ reduced staff hours, recruitment freeze, severance. 1% savings in staff costs equates to "£130k.
4	Streamlining the curriculum	High	High	TBC	Actions include increases in class group sizes where appropriate, development of online resources, further improvement in timetabling efficiency, discontinuation or redesign of courses with low student numbers,
5	Sale of land/ property	Medium	High	TBC	Potential to sell strips of land eg next to Crieff Road and the car park behind Brahan. Sale of all/ part of Goodlyburn also an option - SLW/G
6	Tay Cities	Medium	High	6,300	£8.1m secured from UK/Scottish Government in 2019 for Tay Cities Deal - £6.3m UHI Perth for Aviation Academy and £1.8m Dundee CC for pilot training. AST was a key partner in the Aviation Academy. There is potential to redefine the outline business case for a new concept - 18 months to two years to get agreement from government to be implemented by 2023.

No	Risk	Likelihood	Impact	Potential Financial Impact £'000	Mitigating actions
1	FE teaching grant - credits are not delivered to draw down all the allocated grant.	Low	High	88	Delivery of credits has not been an issue historically. Continued use of recruitment tracker to closely monitor active interest in courses against target for applications and continuing students. Potential financial impact
2	HE teaching grant - HE FTE numbers are not delivered to draw down all the allocated grant	Medium	High	85	Targeted numbers have been reduced to levels considered achievable although will be increased where possible. Continued use of recruitment tracker to closely monitor active interest in courses against target for applications and continuing students and appropriate action to be taken. Potential financial impact based on 20 students
3	Other academic income - failure to achieve sufficient levels	Low	Medium	160	Detailed in-year monitoring will take place to optimize fee generating activity. Potential financial impact based on 10% of SFC/RSB grants and
4	Commercial income - failure to achieve sufficient levels and reduced profits	Medium	High	400	Constant monitoring of income levels and proactively initiating ideas to increase income generating activities. Potential financial impact based on 10% reduction of income. Need to take tax advice on non-charitable
5	Staff costs - pay settlements or changes to terms and conditions resulting in costs greater than budget assumptions that aren't funded	Medium	Medium	70	Pay award for 2025/26 is settled for academic staff although confirmation required from SG on whether funding will cover the whole 1.14%. Pay settlement for support staff still being negotiated. An additional 1% would have an impact of £70k for support staff in 2025/26.
6	Staff costs - interim arrangements due to the resignation of senior leadership impacts adversely on the budget	High	Medium	TBC	The financial impact should be assessed and included in the budget when putting arrangements in place, including agency costs.
7	Severance and pension strain costs - risk of increased costs beyond budget	Medium	Medium	TBC	There may be the need for severances as part of the recovery plan to generate savings in staff costs. The risk is highlighted but a figure has not
8	Job evaluation - Scottish Government hasn't committed in writing to cover costs so UHI Perth may be liable	Low	High	2,200	Continuing uncertainty about job evaluation for support staff and middle management in the College sector, which will be implemented from 1 September 2018 when agreed.
9	SFC capital funding - unable to use for revenue spend (RDEL) and to be used for capital	Medium	High	800	For the last few years SFC has allowed capital funding to be used for repair and maintenance of our estate (revenue costs). They have advised that this practice may change meaning that budget for "£600k revenue costs out of our £800k allocation would need to be found elsewhere. We have extremely limited opportunity to reduce non-staff costs further.
10	Estate - deterioration of building fabric leading to costs higher than is available in the budget.	Medium	High	Significant potentially	We have an ageing estate and further deterioration of the fabric of existing buildings is inevitable. The estate is being maintained as far as possible with the budget available but the costs of any emergency repairs/replacement
11	Non-staff costs - increase above budget due to essential spend being required	Low	Medium	68-204	Monthly budget management meetings will be arranged between the Finance team and the budget holders from next financial year to closely manage spend and early action taken to mitigate potential spend. Financial impact shows a range of 1- 3% above budget, excluding bursaries.
12	Supplies and services - replacement of AST part 66 delivery has costs significantly in excess of current budget	High	High	30-250	Resource Group has submitted a proposal to deliver part 66 for the BSC (Honz) Aircraft Maintenance Engineering and Management degree. A draft paper from a Director of Curriculum states that costs are £248k more than AST over a three year period - figures to be clarified year on year and whether there are increased costs for 'repair' in year 1.
13	ICT - lack of development in technology and up-to-date equipment adversely affects student experience and affects income from student numbers	Medium	High	173	The SLT and PLG would like to invest in a range of systems to enable efficiency savings. This should be discussed as part of the recovery plan. The financial impact is based on the HE and FE income numbers above.

Finance & Resources Committee
Addendum
Comments on draft 2025/26 budget paper

Contributor	Comment	Action
P McNaull, External Consultant	Extensive comments received on 19/05/25 mainly relating to suggested presentational changes and further analysis and clarification. L Murray and P McNaull discussed on 20/05/25.	Amend draft budget paper to take into account suggested amendments before tabling at Board meeting on 5 June.
M Baxter, EO	Comments received on 20/05/25 mainly relating to suggested additional detail on narrative.	Amend draft budget paper to take into account suggested amendments before tabling at Board meeting on 5 June.
Perth Leadership Group	No comments received by deadline of 20/05/25.	None
Finance team	Adjustments required <£100k. Level of International income to be checked with Director – been overseas.	Amend draft budget paper with any changes before tabling at Board meeting on 5 June.
L Murray	Add shared services to opportunities.	As above

Committee Cover Sheet

Paper No.5

Name of Committee	Finance and Resources Committee
Subject	Staff and Student Number Update
Date of Committee meeting	21/05/2025
Author	Katy Lees, Director of HR and Organisational Development
Date paper prepared	14/05/2025 (amended 19/05/25 & 20/05/2025)
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Update on Staff and Student numbers as requested at 30 April 2025. F&R to advise whether they want this data in the future. Paper amended for correction and addition of further data on staff and student numbers
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	
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.	Click or tap here to enter text.

Committee Cover Sheet

Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No – for information
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? If yes, please provide details.	Yes Click or tap here to enter text.
Equality & Diversity Does this activity/proposal require an Equality Impact Assessment? If yes, please provide details.	No
Data Protection Does this activity/proposal require a Data Protection Impact Assessment? If yes, please provide details.	No Click or tap here to enter text.
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 If yes, please give details: Click or tap here to enter text.
Status (ie confidential or non-confidential)	Non-Confidential 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: Click or tap here to enter text.

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

Student and Staff Update for Finance and Resources as of 30 April 2025 - updated

Updated figures: The wrong column of payroll costs was inserted into the table below, the figures originally provided were pension costs only.

Staff

Total number of employed staff (Headcount) at end of April:

	Headcount	FTE	Payroll costs for April 2025 (this figure includes employers NI and pension contributions)
Academic Staff	191	147.68	£697,442.46
Professional Services Staff	211	138.34	£466,573.17
Management Staff	13	12.50	£104,823.16
Total	415	298.5	£1,268,838.79

Students

Total active students end of April = 4512

This figure excludes anyone who withdrew before end of April (but there may still be some to be processed in the system, the entire process can take up to one month before the final paperwork is completed etc.). This figure also excludes 1-day courses

Broken down this figure equates to:

- FE = 1839
- HE with TNE = 2673
- HE without TNE = 2296

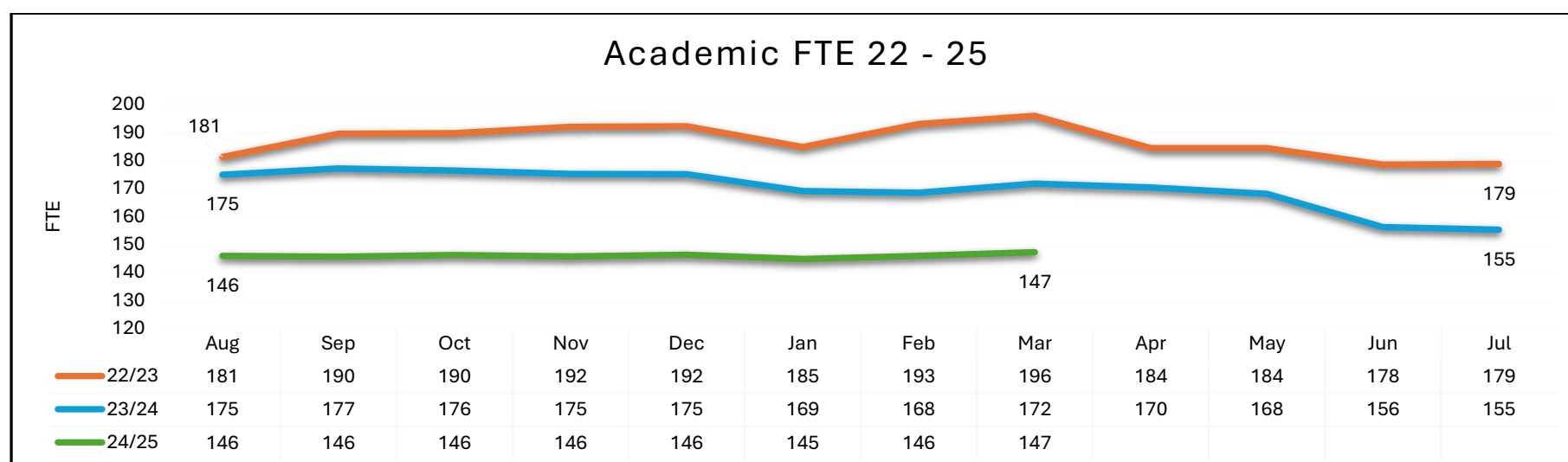
FTE Trends from August 2022 – March 2025

Monthly Academic FTE

Academic FTE trends includes hours added on temporary contracts through contract spreadsheet.

In Academic year 24/25 the contract spreadsheet has only included 0.8 FTE as all hours usually added using this process went through timesheets as this was felt by the Directors of Curriculum to give more flexibility and control to the curriculum, this is evident in that there is very little fluctuation in the FTE. In Academic year 22/23 there was an average 14.2 FTE added via the contract spreadsheet and 4.5 FTE in academic year 23/24.

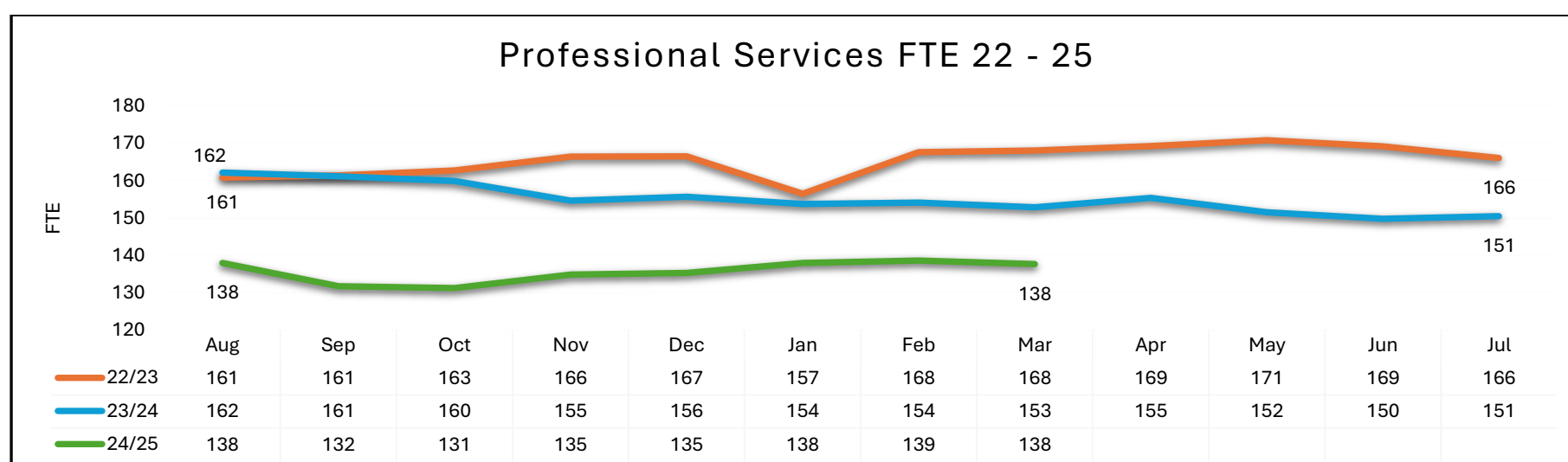
In the time frame there has been a reduction in the average Academic FTE of 41 FTE. This does not include the FTE added in by time sheets, the data for this is [below](#).



Monthly Professional Services FTE

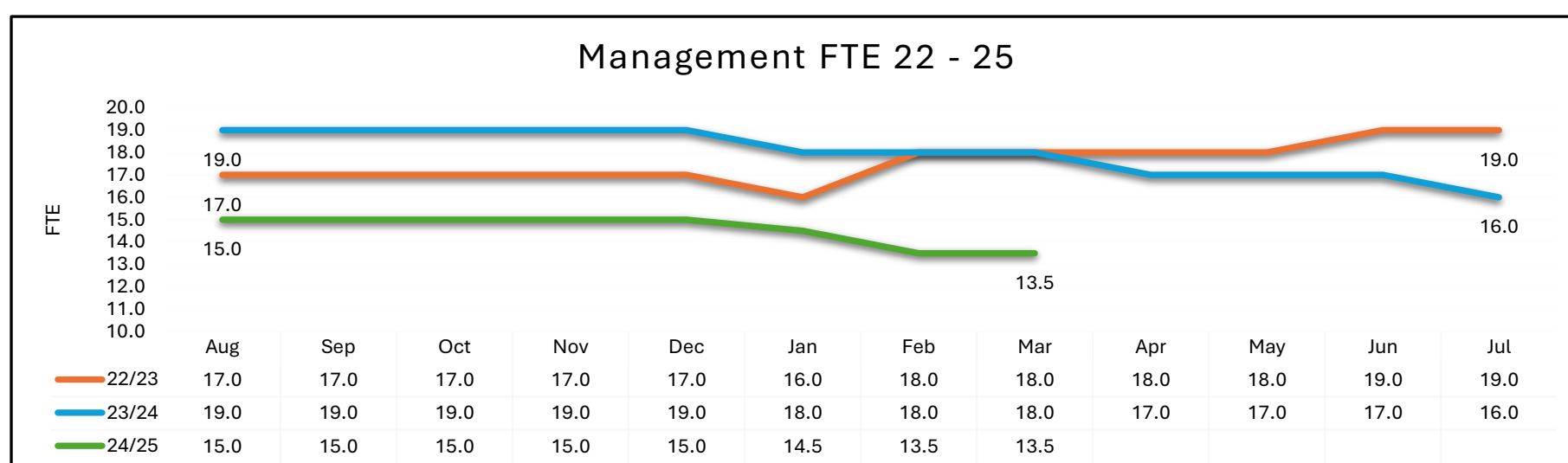
Professional Services FTE doesn't include contract spreadsheet hours, as this process is mainly for academic contracts. This chart shows that for the current academic year there is little fluctuations in FTE in Professional Services and the average FTE has decreased by 28 FTE from August 22 – March 25.

This does not include FTE from timesheets and the trend for timesheet FTE can be seen [below](#).



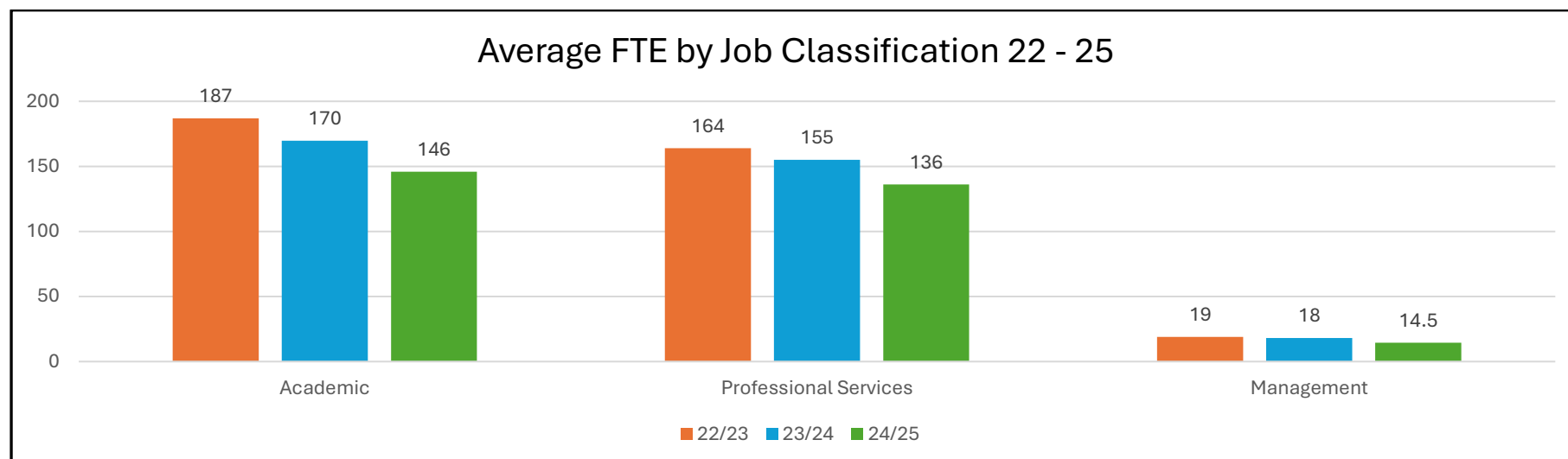
Monthly Management Staff FTE

Management FTE has decreased on average from August 22 – March 25 by 4.5 FTE, this is due to restructure of the SLT and PLG. There are no additional hours on timesheets for management. All but 2 managers are members of the Senior Leadership Team (SLT) or Perth Leadership Group (PLG).



Annual average FTE by Job Classification

Average FTE by Job Classification shows that all areas in the college have decreased in FTE from August 22 – March 25. The biggest decrease is in Academic with 41 FTE reduction. This is based only on contracted hours and not on additional hours worked on timesheets.

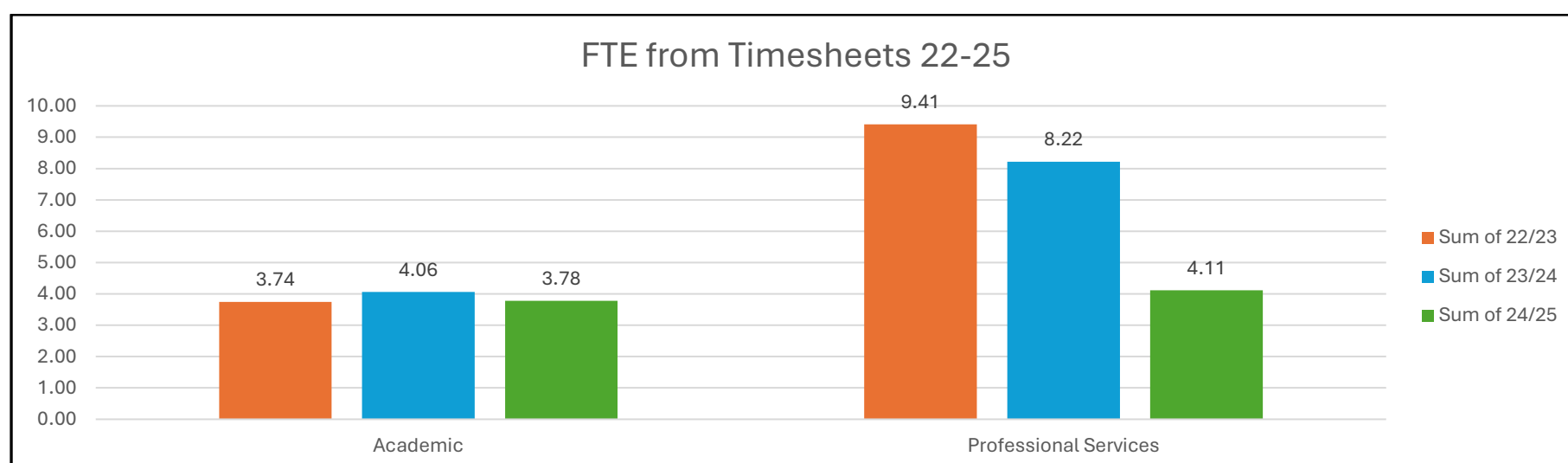


Annual FTE from Timesheeted hours

FTE from timesheets for the period August 22 – February 25 shows that the academic area is using slightly less FTE than last year, this is a full year vs only 7 months of 24/25 so far, if you look at the trend so far this year they are looking to finish the year around 2.5 FTE more than 23/24 at 6.5 FTE

Professional Services have used less time sheet hours so far this year than the previous 2 years and looking at the trend of 24/25 so far, they are looking to finish the year around 1.1 FTE less than 23/24 at 7.1 FTE.

This data does not include holidays paid for timesheet hours* as we have collected this for 23/24 and 24/25 but not for 22/23.



Overall picture

As can be seen from the charts above there is a picture of a reduction in FTE of staff across Academic, Professional Services and Management. These reductions I would attribute to the voluntary severance schemes that we have run over the last few years (we have had over 122 applications for Voluntary Severance during 23/24 and 24/25 (some are the same person applying each time the window is opened), in total 85 were approved).

The following should also be noted

- Data capture in HR has improved and we now regularly record fte, headcount on a monthly basis, however due to the number of contractual arrangements we have affecting whether holidays are included in the contract, or paid separately the financial figures will be essential to look at the overall picture.
- Our organisational structure has changed over the last 3 years, with some departments or teams merging in with others, so it is not possible to do a direct comparison at department level (the data for professional services areas is overleaf as an indication).
- When you do look at the departmental comparisons since July 23 to date there have been 9 departments which have seen reductions in FTE, whereas 3 have seen increases in staffing notable
 - Academic of Sport and Wellbeing – this area has historically used a lot of hourly paid staff and has seen a number of structural changes of the last year, hopefully this area is starting to show the stability required
 - Centre for Mountain Studies – This is the only research unit within UHI Perth and additional researchers were approved as otherwise funding obtained could not be spent quick enough. There are ongoing conversations as to whether this Centre moves to UHI, but these conversations have been going on for a number of months
 - Finance – these has been additional investment in the Finance department when compared to the fte in July 2023. It should be noted that 2 of the 3 procurement staff are employed by APUC and therefore not counted in these figures. Finance encompasses payroll as well as procurement.

Professional Services FTE changes by Department

Units and Dept	Jul-23 FTE	Jul-24 FTE	Mar-24 FTE	Overall fte change since Jul 23	
Academy of Sport and Wellbeing	9.52	12.66	14.27	+4.75	
Business Development	5.88	2.60	2.60	-3.28	Planned reduction
Central Admin Team	6.45	5.50	5.50	-0.95	Planned reduction
Centre for Mountain Studies	2.66	4.00	5.10	+2.44	Agreed increase to support research, proposal pending about this area moving to UHI
Estates	23.82	24.74	23.61	-0.21	Pending new starters
Finance (finance, payroll and procurement)	9.54	9.30	10.63	+1.09	1.0 fte post still vacant (Assistant Finance BP – not included in figures), Student fees role being brought into the team, with no overall change in headcount. 2 APUC staff are in addition to this number
Human Resources and Organisational Development (HR, OD, EDI and Health and Safety)	12.46	9.50	9.16	-3.30	(1.0 fte reduction planned for 01 May 2025, then 0.83 fte reduction planned for 01 August 2025) neither in figures
Information Services (ICT, AV/VC, Library)	10.20	9.00	11.50	-3.16	ICT and Library and Careers merged together during 24/25, Careers removed
International Centre	5.00	4.00	3.00	-2.00	Maternity cover left hence back to permanent establishment of 3.0 fte
Learning and Teaching Quality Enhancement	3.90	3.90	5.40	-1.36	Learning and Teaching Quality Enhanced merged with Quality during 24/25
Library and Careers	4.46	2.86			
Marketing	3.30	3.30	3.30	0.00	
Quality	2.86	3.00			
Senior MGMT Team and Exec Support	11.00	9.00	7.00	-4.00	Permanent reduction of one manager and one PA.
Student Experience	40.30	36.73	35.73	-4.57	Student fees role planned to move to finance
Grand Total	151.35	140.09	136.80		

Student Recruitment FTEs by Academic Year (as at 5 May 2025)



AY and Level	August	September	October	November	December	January	February	March	April	May	June	July
2022/23												
<i>Further Education</i>	0.05	1742.57	1661.87	1614.84	1532.23	1537.94	1512.71	1414.18	1382.75	1379.52	1288.82	27.57
<i>Higher Education</i>	0.00	1719.95	1647.55	1602.25	1556.15	1620.95	1577.90	1547.60	1522.80	1514.05	639.55	1.00
Totals:	0.05	3462.52	3309.42	3217.09	3088.38	3158.89	3090.61	2961.78	2905.55	2893.57	1928.37	28.57
2023/24												
<i>Further Education</i>	0.48	1525.31	1442.49	1398.16	1341.52	1321.52	1320.53	1267.28	1250.00	1247.27	156.71	21.14
<i>Higher Education</i>	0.00	1836.15	1765.45	1711.95	1659.15	1713.55	1640.05	1611.30	1591.55	1581.45	661.85	3.10
Totals:	0.48	3361.46	3207.94	3110.11	3000.67	3035.07	2960.58	2878.58	2841.55	2828.72	818.56	24.24
2024/25												
<i>Further Education</i>	0.00	1388.72	1340.60	1287.36	1257.70	1251.27	1236.64	1215.70	1203.33	1195.62	83.80	39.32
<i>Higher Education</i>	0.00	1782.20	1701.90	1649.00	1605.90	1669.80	1627.75	1597.95	1576.65	1572.35	44.80	1.60
Totals:	0.00	3170.92	3042.50	2936.36	2863.60	2921.07	2864.39	2813.65	2779.98	2767.97	128.60	40.92

NOTES:

You may need to take cognisance of the differing academic year calendars to better understand Semester start and end dates, including for the varying levels. The above has no correlation to funding (e.g. when a student withdraws, the funding rules will determine when and if we can draw down funding).

Further Education

1. FTEs are calculated on credits, the methodology used to draw down funding, using 16 credits per FTE.
2. Where a course/student is not fundable (e.g. commercial, FWDF, SME, International, RUK) the credit methodology has been used to determine what the FTE would be.

Higher Education

1. FTEs have been calculated using the mode of study (e.g. full-time = 1 FTE; part-time structured = 0.5 FTE; unstructured = 0.3 FTE), this is not the same FTE calculation we use when drawing down funding (which is based on module load). Unlike FE, the system does not record against a HE student their FTE Load.
2. Similar to FE where a course/student is not fundable (or funding differently (eg.controlled numbers)), including repeat/resit years students, the mode of study FTE has been used to determine the FTE.
3. The above excludes TNE courses (taught in country) and UCS.

Committee Cover Sheet

Paper No.6

Name of Committee	Finance and Resources
Subject	Estates Planning Short Life Working Group - Interim Report
Date of Committee meeting	21/05/2025
Author	Deirdre Joy & Xander McDade, Co-Convenors, SLWG
Date paper prepared	21/05/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	<p>Paper summates discussions from Estates Planning Short Life Working Group and provides a series of recommendations to be taken to the Board.</p> <p>Committee is asked to:</p> <ul style="list-style-type: none">i. Recommend that Board makes the strategic decision to ask for deferral of any proposed closure of the Goodlyburn Building until funding is available for the creation of suitable alternative provision;ii. Recommend that Board asks senior management to explore methods of maximising income generation from Estates;iii. Recommend that Board asks senior management to consider options to increase ASW membership and explore strategic partnership opportunities for displaced sports groups;iv. Recommend that Board instructs senior management to develop a full Estates Strategy to consider the best location for key student facilities to improve the student experience;v. Recommend that Interim Chair, under Chairs Action, instructs senior management to consider this Report within the context of the UHI Perth Recovery Plan.
Committee Consultation Please note which Committees this paper has previously been	Discussed with Chair of Finance & Resources Committee

Committee Cover Sheet

tabled at, and a brief summary of the outcomes/actions arising from this.	
Action requested	<input type="checkbox"/> For information <input checked="" 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)
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
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	Yes – to be determined
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? If yes, please provide details.	Yes Click or tap here to enter text.
Equality & Diversity Does this activity/proposal require an Equality Impact Assessment? If yes, please provide details.	No

Committee Cover Sheet

Data Protection Does this activity/proposal require a Data Protection Impact Assessment? If yes, please provide details.	No Click or tap here to enter text.
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 If yes, please give details: Click or tap here to enter text.
Status (ie confidential or non-confidential)	Non-Confidential 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: Click or tap here to enter text.

Freedom of Information

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

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

and

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

UHI Perth – Finance & Resources Committee

Recommendation Paper: Estates Planning Sub-Group Interim Report

Date: 09/05/2025

Prepared by: Deirdre Joy & Xander McDade

1. Recommendations

Recommends to Finance & Resources Committee:

- a) to defer any proposed closure of the Goodlyburn Building indefinitely until funding is available for the creation of suitable alternative provision for specialist subjects elsewhere on campus as set out in section 3 of this report;
- b) to seek income generation opportunities using existing buildings such as rental of the nursery building and land as set out in section 4 of this report;
- c) consider increasing ASW fitness class capacity to support membership growth and explore strategic partnership opportunity with Perth Curling and other displaced sports groups as set out in section 5 of this report;
- d) agrees to develop a full Estates Strategy that should consider the best location for key student facilities (e.g. library and student services) to improve the student experience and works with partners to consider opportunities for the long-term future of the UHI Perth estate as set out at section 6 of this report;
- e) that the Finance & Resources Committee advise the Estates Planning Sub-Group of further options it would like explored.

2. Background

As part of the March 2025 UHI Perth Draft Recovery Plan a proposal was included to begin a phased closure of the Goodlyburn Building over the next 2-3 years with a view to selling off the land to obtain a capital receipt for reinvestment in the wider estate.

The Board established an Estates Planning Sub-Group of the Finance & Resources Committee to discuss the creation of an Estates Strategy and in particular consider the viability of the phased closure of the Goodlyburn Building proposed in the draft March 2025 Draft Recovery Plan given that this option had not previously been considered by the Board.

This paper briefly sets out our early findings and seeks further direction from the Finance & Resources Committee.

3. Goodlyburn Building

The Goodlyburn Building was originally a local authority secondary school and shares a boiler and services with Goodlyburn Primary School. The building houses some of UHI Perth's most specialist teaching facilities and consists of:

- a four-storey main building built c.1957 that mostly consists of classrooms, staff bases and a media floor;
- a single storey wing built c.1957 to the back of the building which includes classrooms and a live music practice studio;

- another single storey wing built c.1957 to the back of the building which includes the commercial kitchen and refectory area, S.E.N. teaching areas including kitchen, electrical workshop, art, photography, and technical theatre studios;
- a newer two-storey building built in c.1997 to the front of the building that includes reception area, five recording studios, eight music practice rooms, a studio theatre, IT suites, classrooms and staff bases.

Goodlyburn delivers 30% (518 FTE) of UHI Perth's HE students, with most of them utilising the purpose built specialist recording studios and studio theatre housed in the newer front part of the building. The recording studios in particular are sector leading and there would be a significant capital cost to replicate these elsewhere on campus or off the campus. There is currently no capacity available in the college budget available or external funding sources identified to replace these core specialist facilities. Therefore, we are of the opinion that to close Goodlyburn at this time would likely endanger the future of our Sound Production, Audio Engineering, Music, Popular Music, Music Business, Musical Theatre, Technical Theatre and Theatre Industry Practice courses.

Given the current financial position of the college UHI Perth cannot afford to lose 25% of our HE student numbers which would be a real and significant risk created by closure of Goodlyburn without suitable replacement facilities in place. Sound and audio students make up nearly 10% of HE students alone and is recognised as a UHI specialism.

As most of the specialist facilities are contained within the newer 1997 part of the building the sub-group did discuss options including:

- knocking down the 1957 sections of the building and retaining the 1997 part;
- mothballing the 1957 sections of the building and only keeping the 1997 parts operational.

Whilst knocking down the 1957 sections of the building could be a long-term solution it would require significant capital investment to insulate and separate the services including installing a new heating system as these services are currently shared with Goodlyburn Primary School. These shared services also mean that there is little financial benefit to mothballing the 1957 sections of the buildings as the main saving would largely be on relatively modest cleaning costs and this would still require capital to be spent on creating alternative provision elsewhere on campus to house the displaced departments.

It is also worth noting that as all creative departments are currently located within the Goodlyburn building there is a strong creative feel to the building, and this has also created a creative ecosystem where students from different creative disciplines mix with each other and collaborate on projects together. This significantly adds to the student experience, and it would be important to ensure that is retained in any future estates planning.

Recommendation: We therefore recommend that the Finance & Resources Committee do not support closure of Goodlyburn in the short to medium term. In our view this can only be considered once capital funding and space is identified to

create suitable replacement facilities that would not risk important areas of the curriculum.

4. Income Generation Potential

UHI Perth is fortunate to benefit from significant grounds and there is potential to consider the sale of some of these in the future. The carpark and land behind the Brahan building could be considered for sale and previously had planning permission for 110 flats (09/00162/REM - <https://planningapps.pkc.gov.uk/online-applications/applicationDetails.do?keyVal=KEL33JMK03R00&activeTab=summary>). Current SFC rules would allow 70% of any capital receipt to be retained and reinvested in future proofing other parts of the estate. The land next to the Goodlyburn building could also be considered for sale.

However, the sub-group felt there might be more benefit to be gained from seeking commercial opportunities by leasing out parts of the estate to generate an ongoing income for the college. Opportunities could include leasing out the former nursery building which could generate immediate revenue to help reduce the college deficit. Other potential opportunities included partnering with a solar power generation company, car parking/EV charges, leasing out light industrial units and the creation of spaces for startups where former students could use their skills to start their own business. In addition to providing much needed revenue income, the leasing options would allow UHI Perth to retain 100% of the income generated, where a land sale would only allow retention of 70%.

A hybrid option could potentially offer the best of both worlds. However, it is important that any work done in these areas does not prevent a future partnership opportunity and therefore this work should be done in parallel with the development of the full Estates Strategy.

Recommendation: We recommend that using the UHI Perth estate to generate revenue be explored as a priority to help contribute to addressing the college deficit.

5. Academy of Sport & Wellbeing (ASW) Partnership Opportunities

The Academy of Sport & Wellbeing (ASW) is the colleges newest building and opened in 2016. It houses the Hairdressing, Beauty Therapy, Sports Coaching, Outdoor Education and Sports Therapy departments. It was built using college reserves and significant donations from charitable trusts and the community. It was designed to be able to host national disabled sports competitions and includes classrooms, a six-court sports hall with pull out bleacher seating, a climbing wall, gym, strength and conditioning suites, fitness class, hairdressing salon, beauty therapy suite and sports therapy clinic.

ASW is struggling to grow membership due to members struggling to get access to fitness classes due to such high demand for them. Given the importance of being able to grow ASW membership and income as part of the Recovery Plan there is an urgent need to increase fitness class capacity to assist in membership retention and offer opportunity to grow income further.

Recommendation: we recommend that fitness class availability be increased by provided additional space for example by repurposing the IT suite in the Webster Building once the Brahan lift is repaired.

The local curling community has approached UHI Perth to express an interest in a possible partnership with ASW to locate an ice rink in an extension of the ASW due to the potential closure of their current home at the Dewars Centre (a local authority facility, not part of UHI Perth). Perth Curling feel the ASW is a good fit due to its existing facilities including the Olympic standard strength and conditioning suite and central location. This is important as Perth routinely produces athletes that compete on the national and international stage. Eve Muirhead, gold Olympic medallist, would likely base her new curling coaching out of the new rink.

Perth Curling would be able to attract funding from World Curling, Sport Scotland and other organisations such as The Gannochy Trust to fund the capital cost. There could also be the opportunity to absorb other displaced sporting activity such as squash following the closure of Bells Sports Centre. Increasing facilities offered within ASW would help attract more students to study at UHI Perth, enhance the student experience, increase membership and help bring in commercial income through attract in national and international sporting events. There is also the possibility that national sporting bodies would consider basing their offices in the new extension which would also offer potential regular income.

Recommendation: Meet with Perth Curling to explore what a potential partnership could look like and the opportunities/risks it could present to both parties.

6. Long Term Estates Strategy Focused on Student Experience

UHI Perth has been without an Estates Strategy for some time. This presents a significant strategic risk to the organisation as major decisions such as the proposed closure of the Goodlyburn Building are being considered in the absence of a wider strategy. A new estates strategy should be prepared as a matter of urgency and should focus on options that would improve the student experience such as co-locating major student services into the ASW/Webster Buildings as these are now the buildings open the longest hours for students to access.

Increasing the identity of spaces should also be considered as part of a new estates strategy to give students a greater sense of belonging and help improve retention. Given the need for growth to tackle the deficit we would also caution against short term savings that could prevent future growth of the curriculum and instead suggest that UHI Perth explore partnership opportunities as it develops a long-term estates strategy.

Recommendation: We recommend that a long term (10 year) estates strategy be created as a matter of priority and be focused on improving the student experience whilst also seeking a sustainable estate. Any long-term strategy should also seek to leverage partnership opportunities.

Committee Cover Sheet

Paper No.7

Name of Committee	Finance and Resources
Subject	Estates report
Date of Committee meeting	21/05/2025
Author	Gavin Whigham, Director of Estates
Date paper prepared	14/05/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	An update on the Estates work to May 2025, including the development of Trackplan CAFM system, Environmental Sustainability, and other projects
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	n/a
Action requested	<input checked="" type="checkbox"/> For information <input 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.	Click or tap here to enter text.

Committee Cover Sheet

Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? If yes, please provide details.	No Click or tap here to enter text.
Equality & Diversity Does this activity/proposal require an Equality Impact Assessment? If yes, please provide details.	No
Data Protection Does this activity/proposal require a Data Protection Impact Assessment? If yes, please provide details.	No Click or tap here to enter text.
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 If yes, please give details: Click or tap here to enter text.
Status (ie confidential or non-confidential)	Non-Confidential 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: Click or tap here to enter text.

Committee Cover Sheet

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

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and

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

UHI Perth Estates Report**May 2025****Exec Summary**

Unfortunately we have ran into delays in the manufacturing of the lift with an error in the supplier drawings meaning the door operates in the incorrect direction. The company take full responsibility for this error and are working hard to rectify this. They have erected scaffolding in the lift shaft to allow them to complete a more accurate measure and are currently evaluating the price difference of making the changes to the lift shaft or altering the new carriage.

We have met with the supplier and APUC and made it clear they are in breach of contract and as such will be subject to penalties for further delays. We have agreed that if the lift isn't fully complete by the first week in Aug and handed over then these penalties will begin to be applied. The supplier has issued a guarantee and revised program to ourselves showing the new completion date of the first week in August.

Reactive repairs

Since Trackplan went live late November we have received the following

Emergency- 4 Hour	116
Low- 15 Day Response	157
Medium- 5 Day Response	433
No Priority Selected	1
Planned	474

We have 101 open repairs.

Projects update

We have been participating in a short lift working group to review progress to date on site master planning. A separate report will be issued on this.

Environmental Sustainability

Our Green Champions continue to work together on projects although we do have to manage expectations as other workloads and demands can limit availability.

We have attended various events, obtained vast amounts of information and developed ongoing contacts across the campus and external partners. We have raised the sustainability profile of UHI Perth within and out with the organisation. We have already received PBCCD relevant reports from academic staff to add to the wider influence section in readiness of our annual return in November. We have been asked to judge Beauty make up and body art with a sustainability theme and we have been invited to attend talks in the classrooms further integrating the work we do on campus with the curriculum. We have agreed to set up a UHI Perth Climate Café and highlighted sustainability on digital screens where available. We are in the process of finalising the Sustainability page on PerthHub. The Staff Commuting Travel Survey will be issued at the end of May and will provide a strong baseline and accuracy for UHI Perth carbon emissions. No costs have been required for activities to date.

Utilities

We are continue to monitor these daily and are working with areas to reduce usage.

We continue to see a reduction in comparison to the previous academic year.

Sub-contractor review

We have issued tenders for catering, gym equipment and residencies. So far catering and gym equipment are expected to make savings over the durations of their contacts.

Expectations for the upcoming quarter

We will continue to completed works to ensure the campus remains compliant and safe for its users. The summers works planned to date will include minor refurbishment works. Repairs and minor updates to the gas boilers and minor electrical works recommended to us at the resent periodic inspection. We will also be working hard to ensure the lift install goes smoothly over the summer holiday period.

Committee Cover Sheet

Paper No.8

Name of Committee	Finance and Resources Committee
Subject	HR Update
Date of Committee meeting	21/05/2025
Author	Katy Lees, Director of HR and Organisational Development
Date paper prepared	14/05/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Update on matters dealt with by the HR and OD function.
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 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.	Click or tap here to enter text.

Committee Cover Sheet

Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No – for information
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? If yes, please provide details.	Yes Click or tap here to enter text.
Equality & Diversity Does this activity/proposal require an Equality Impact Assessment? If yes, please provide details.	No
Data Protection Does this activity/proposal require a Data Protection Impact Assessment? If yes, please provide details.	No Click or tap here to enter text.
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 If yes, please give details: Click or tap here to enter text.
Status (ie confidential or non-confidential)	Non-Confidential 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: Click or tap here to enter text.

Committee Cover Sheet**Freedom of Information**

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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, Director of HR & Organisational Development

Date: 15 May 2025

National Job Evaluation Scheme (23 April 2025)

Background

- Job Evaluation for support staff in the college sector began as a commitment in the 2015-16 Support Staff Pay Agreement and was formalised in the 2017-18 Agreement.
- Job Evaluation aims to develop fair and transparent pay structures for all college support staff.
- College employers embarked on a joint project with the support staff trade unions (UNISON, GMB and Unite) to commence Job Evaluation in April 2019.
- The project has, unfortunately, been affected by delays due to factors such as the Covid-19 pandemic, governance challenges, and industrial relations issues.
- Project funding from the Scottish Funding Council (SFC) ran out in January 2023 after extensions were jointly agreed in July and then December 2022.
- No further funding was sought at that time as there was no joint agreement on how to progress the Job Evaluation project between employers and trade unions.
- Discussions took place between College Employers Scotland (CES) – the national body for colleges as employers – and trade unions across 2023 and 2024, but no agreement was reached.

Current Position

- Following internal governance changes at UNISON in November 2024, constructive and productive discussions have taken place between CES and the support staff trade unions on how to get the Job Evaluation project back on track.
- In February 2025, joint communications were issued by employers and trade unions which stated that *“the previous evaluation and scoring of roles cannot be considered reliable”* and that *“employers and trade unions are now exploring options for current data collection and analysis to ensure the integrity of the project.”*
- These options for data collection and analysis have now been discussed and agreed at the CES meeting on 16 April 2025.

Trade Union Ballots

- Following communication to the Support Staff Side Secretary after the CES meeting on 16 April, UNISON advised its members that it will be holding a Job Evaluation Consultative Ballot from 23 April to 13 May 2025.
- CES understands that Unite and the GMB will also be holding consultative ballots on Job Evaluation for their members over the same period.
- It is understood that these trade union ballots will seek their members' views on whether or not to progress with a National Job Evaluation Project under the agreed options for data collection, analysis and how back-pay will be paid.

Next Steps

- Following the result of the trade union ballots anticipated to close on 13 May 2025, CES will meet on 14 May 2025 to discuss the result and the required next steps.
- As fair work employers, colleges are committed to working with trade unions and other partners to progress the issue of Job Evaluation for support staff as promptly as possible.

Trade Unions

UNISON – We currently have no local UNISON reps, however staff continue to be supported by the national officers as required. Our assigned area officer assigned to us has moved on and we now await for a new assigned area officer.

EIS-FELA – Work continues with EIS-FELA, no concerns.

GMB – At the current time UHI Perth does not recognise the GMB, however we have been approached to consider this. The Director of HR and OD is meeting with the Senior Organiser in the coming weeks.

Employee Relations

The College has no Employment Tribunal claims.

Voluntary Severance

There is no open VS window at the current time.

Financial Sustainability Project

This outcomes from the collective consultations are still being implemented through individual consultations, some elements are fully completed, whereas others are expected to be ongoing throughout this full academic year and into the next academic year.

Equality and Diversity

Our Gender Pay report was published by the end of March 2025 and our Mainstreaming report was published by the end of April 2025. Both are available to view on the EDI pages on the UHI Perth website. [Policies, regulations and guidelines - Equality, Diversity and Inclusion](#)

Sickness Absence

The current sickness absence figures for 24/25 are below compared to the full year figures for 23/24:

	Cumulative (Aug 2023 - July 2024)		Cumulative (Aug 2024 – April 2025)	
	Short Term - Total Sick Days	Long Term - Total Sick Days	Short Term - Total Sick Days	Long Term - Total Sick Days
Management	36.5	0	34	5
Support	883.5	736	679.71	542
Academic	562.5	744	469	354
Total	1482.5	1480	1182.71	901

The data above shows the first 9 months of this financial year. The following should be noted:

- Management staff have exceeded the level of sickness absence seen over the full 23/24 financial year.
- With 3 months left of the year, Professional services are at 77% of the total short-term absence from last year and Academic are at 83%. For long-term it is 74% for Professional Services and 47.6%.
- Bereavement is the main reason for the short-term sickness absence during April 2025.

- We had 14 members of staff on long term sickness absence for various reasons during April. Main reason for Long Term sickness is Work Related Stress, this accounts for 4 members of staff. Of this 14 there are 4 members of staff absent due to non-work-related stress.

Stress Survey

The Stress Management Group continue to look at the outcomes from the Stress Survey. An action plan has been developed and is published on PerthHub for all staff to see with a view to looking at actions to reduce stress levels across UHI Perth.

Key actions include

- Team Risk Assessments taking place across each team within UHI Perth
- Individual workload conversations to take place for every member of staff with their line manager to ascertain whether workload is a factor, and whether any of the work undertaken can stop as it is not needed or whether it can potentially be done differently to create efficiencies

Staff Survey

The UHI Perth Staff survey closed on 8 April 2025. The results of the survey are being presented to the Perth Leadership Group on the 27 May 2025 and the full survey outcomes will be available at that time.

Professional Reviews

It has been agreed that Professional Review's for 25/26 will be undertaken between September 2025 and 16 January 2026 with training being available during the August 2025 training week.

Organisation Development

We are in the middle of planning what training will take place during the training weeks in August. These will focus on essential trainings for staff for the 25/26 academic year.

The CPD budget for 25/26 will be restricted to mainly essential trainings due to cost, as well as a continuation funding for those staff already being supported by UHI Perth. UHI Perth staff will be reminded about the UHI staff development fund which support staff to undertake qualifications for those delivering to HE students. Funding is limited in this area as well.

Training that is being delivered during May – June include:

General Risk Assessor, Harassment Training, Scottish Mental Health First Aid, SPSO Complaints Handling Stage 2 and Prevent Training

The Vice Chancellor and Principal of UHI is presenting to staff at the next staff conference on the 12 June 2025

Procurement

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

- We have contracted with Optima Health for our Occupational Health provision and this contract is due to start on the 1 August 2025, this means we have a gap in provision, but we are looking at alternative short term provision.

Tayside Pension Fund

The Director of HR and Organisational Development has met with the Tayside Pension Fund to discuss the proposed agreement in relation to pension strain which is being considered by the Board on the 5 June 2025. The Tayside Pension Fund noted the delay in signing of the agreement, but are looking for this to be completed shortly after the Board meeting in June, and have advised that they would not change the payment schedule that had previously been issued. This will be brought to the attention of the Board for the June meeting.

Other

During April the partnership wide role of HR and Payroll System Manager was disestablished, as this project was not continuing, the postholder was redeployed internally within UHI Perth

In May the Marketing and Communication teams moved from being line managed by the Director of Student Experience to the Director of HR and Organisational Development.

Committee Cover Sheet

Paper No.9

Name of Committee	Finance & Resources Committee
Subject	Digital Transformation
Date of Committee meeting	21/05/2025
Author	Jill Martin, Director of ICT
Date paper prepared	19/03/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Paper provides a summary of key issues and activities around Digital Transformation at UHI Perth
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	n/a
Action requested	<input checked="" type="checkbox"/> For information <input 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.	College Growth & Ambition

Committee Cover Sheet

Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? If yes, please provide details.	Yes Mitigates against Strategic Risk
Equality & Diversity Does this activity/proposal require an Equality Impact Assessment? If yes, please provide details.	No
Data Protection Does this activity/proposal require a Data Protection Impact Assessment? If yes, please provide details.	No Click or tap here to enter text.
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 If yes, please give details: Click or tap here to enter text.
Status (ie confidential or non-confidential)	Non-Confidential 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: Click or tap here to enter text.

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] <small>Click or tap here to enter text.</small>	<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

Finance and Resource Committee

Digital Transformation Update May 2025

Teaching Rooms

We have submitted budget to standardise the remaining teaching rooms.

This will support the following goals:

- Digitisation of our curriculum – this allows students to access their learning materials online from any device, in turn this support our business continuity plans should we need to move to remote learning.¹
- It also provides students the skills to thrive in the digital workplace they will be entering.²
- Environmentally this will reduce printing, and therefore costs associated with this including environmental costs.
- By removing teaching room IT equipment variation / standards we facilitate optimal room utilisation capabilities for timetabling, thus making better use of our campus.
- It allows us to train our staff to maximise the IT equipment available, rather than teach to the lowest capability of equipment in available rooms.

We will remove dedicated PCs located in all our Teaching Rooms, therefore maximising the Single Client Devices³ (staff Laptops) we provide to all our Academic Staff. Replacing the current PC's and monitors with a single conference monitor (built in speakers / web cam/ laptop charging capabilities), this will save money and allow for empty classrooms to be used for hybrid teaching.

We have stated to gather data on room utilisation to help with campus planning.

This in turn will facilitate the removal of the remaining Windows 10 devices from campus, they are end of life on [October 14th '25](#).

Digital Skills Training

The Digital Skills Trainer has been running training sessions for staff as follows:

Empowering Productivity with AI Co-Pilot Agents.	MS Whiteboard
MS Planner	Brightspace: Getting a module set up for Academic Year.
Quiz Creation	Ask Me Anything Online Drop-in sessions
Co-Pilot Command	MS Forms
SharePoint	MS Team

18 staff members in attendance.

¹ In line with [Scottish Government Digital Strategy for Scotland](#)

² In line with [PKC Digital Perth and Kinross 2023-2027](#)

³ [Client Device Policy](#)

UHI | PERTH

IT Staff

303 calls have been logged to the Perth IT Support Team in Q1 2025.

19 Were open after the festive break.

44 calls were resolved with breached timescales.

We continue to carry a 1 FTE vacancy for a Network and Security Analyst – this post is required for continuity and succession planning.

Merger of IT / AV into one multiskilled department is currently on hold.

Continual Improvement

1 x FTE Resource has been allocated as of May 1st, 2025.

Reprographics

Volume of print requests to reprographics will be drastically reduced with the closure of AST; they have regularly been our highest print users.

The proposed closure of this service is on hold.

Library & Learning Centre

The library team have been focussing on cataloguing and sorting out the shelves and labelling, arranging materials into logical sections.

They have also been on site visits to other institutions for ideas and inspiration.

Themed events have been hosted to encourage new learners into library spaces (World Earth Day / Tolkien day)

Committee Cover Sheet

Paper No.10

Name of Committee	Finance and Resources
Subject	HISA Student Consultation on Food & Beverage Service on Campus
Date of Committee meeting	21/05/2025
Author	Andi Garrity, HISA Perth Depute President
Date paper prepared	14/05/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Paper provides detail and supporting information around a consultation on Food & Beverage provision at UHI Perth, conducted by HISA Perth, and recommendations for future provision.
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	n/a
Action requested	<input checked="" type="checkbox"/> For information <input 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.	Click or tap here to enter text.

Committee Cover Sheet

Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? If yes, please provide details.	No Click or tap here to enter text.
Equality & Diversity Does this activity/proposal require an Equality Impact Assessment? If yes, please provide details.	No
Data Protection Does this activity/proposal require a Data Protection Impact Assessment? If yes, please provide details.	No Click or tap here to enter text.
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 If yes, please give details: Click or tap here to enter text.
Status (ie confidential or non-confidential)	Non-Confidential 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: Click or tap here to enter text.

Committee Cover Sheet**Freedom of Information**

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

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Student Consultation on Food & Beverage Service on Campus

Introduction

Initially started due to a manifesto objective from Andi Garrity, Perth Depute President and following announcement of UHI Perth's food and beverage (F&B) provision up for tender at the end of academic year 2024/2025, HISA undertook consultation with students to see how they used F&B provision to understand what students wished to see on campus and how improvements could be made. During a Student Voice Representative (SVR) meeting held on 5th December 2024, HISA asked our SVRs a series of questions regarding F&B services on campus. We had invited the Aramarks' (UHI Perth's catering contract holder) General Manager, Matthew Ramsay, to the meeting and we are aware they have been making changes since this consultation was done. Below is a summary of what students fed back to HISA.

Findings

Getting feedback from 31 SVRs present, we found:

- Most people use Refectories and Cafes (Costa/Starbucks)
- Vending machines tend to only be used when refectories are closed meaning students are unable access a hot food provision, especially for Goodlyburn theatre students during show times as they are on campus later.
- Six out of nine vending machines are placed in the refectories making them irrelevant when they are open as the same stock is available from the refectory
- The eating areas (in the refectories and cafes) are often noisy and overstimulating at lunchtimes. With the way the soft seating is setup in the library as a quieter eating space the issue is deferred, and the library has become too noisy to study effectively
- There are limited options for students with dietary restrictions
- There are limited options for students trying to eat healthily
- Most students would prefer cheaper hot beverages to branded hot beverages
- 75% of students want the Cafes & Refectories open longer than current hours
- Most students are on the fence regarding F&B being value for money leaning towards not having a preference over cost

HISA also contacted UHI Perth Procurement & Student Services after being made aware of a survey undertaken in November 2024. Getting feedback from 16 people on campus, they found:

- Most people find the food good quality
- Cost of the catering provision is either expensive or reasonably priced
- Most people cannot tell the difference between Costa & Starbucks
- Students prefer non-branded/cheaper coffee options

Other Feedback from students

Vending Machines

Vending machines can be found in three different locations on campus with each set having one for hot drinks, one for cold drinks, and one for snacks (crisps, chocolate bars). The Goodlyburn snack machine has been out of order since before the Winter Recess due to a broken part for an extended period as there have been issues with suppliers (Matthew Ramsay, February SVR Meeting Notes).

I have heard appreciation of the new microwavable foods in Goodlyburn vending machines.

Complimentary Breakfasts



Informally, I have received feedback in appreciation of the complimentary breakfasts offered in Brahan and Goodlyburn refectories. Many students have had struggles with the cost of living. This has been significant aid for students in need.

Awareness of Menu Items

The Brahan and Goodlyburn refectories do have a rolling week menu with four (4) different weeks shown however does not state what weeks are when on their website (see links below). If you have been off for a period of time you may be unaware of the week meaning you are unable to plan what you will be having. This can be especially difficult for students with sensory/dietary needs finding menu items they like as if not they'll need to make alternate arrangements for food. You can find out by visiting the refectories as seen in appendix five images. The physical signage does not indicate what week it is and is not always filled as seen in the Goodlyburn photo.

<https://www.eatperthcollege.co.uk/brahan-building-menu-1>

<https://www.eatperthcollege.co.uk/goodlyburn-menu>

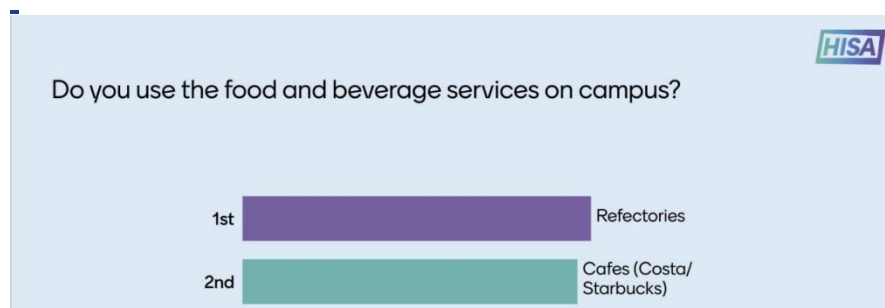
Recommendations

Based on the feedback, I would recommend:

- That the six vending machines that are currently across the Brahan & Goodlyburn Refectories be moved into better locations to make their placement more effective for student use.
- Having the refectories open longer, as they currently are reportedly not open long enough, or being able to access food in the vending machines that can be heated in the microwaves available.
- Introduce a quiet time that varies across campus so there is always a space for students needing quiet spaces. Alternatively, if possible, a quiet eating area on campus.
- Increased variety of food available for people with dietary restrictions, especially for vegetarians, plant-based and vegans.
- Increase the awareness and/or availability of which foods are cooked in more health-conscious ways
- Ensuring equitable provision of F&B services across both refectories on campus, also including more availability at the Webster Cafe as it has the longest opening hours.

Appendices

Appendix One – Mentimeter Survey Results from SVR Meeting 05/12/2024



What types of food and drinks would you like to see on campus?

26

38

Dr pepper

Chips

Not sure

The key one for me is sprite as the coke machines say they offer it but they dont. Pepsi.

red bull lucozade cheese toasties
tuna melts chips

Monster Red bull Lucasade Water
Flavoured water Cheese tosties
Tuna melt Chips

Pepsi, pepsi max, more monster
flavours etc

No

No

Cheaper sandwiches. Better veggie
options

Good stuff: paninis, coffee, chocy
milk It is way to expensive and I
know many students still going
hungry at lunchtime. Also what
happened to the proper coffee
machines?

Sandwiches crisps toasties

Ketogenic diet friendly options

More options down in the
goodlyburn building of sandwiches
and pastrys

Any foods

Hearty meals for a stable price

Sandwiches and pastrys	Not sure
Pasta, salads, pretty much just some refrigerated lunches.	Freshly cooked, fruit and vegetables
Freshly made, healthier	Healthier options Better salads Lasagnes, cottage pies, potatoes and pasta based foods
Bubble tea is very common among people of this day and age spiking heavily in popularity, I believe it would be a great addition, and it is more affordable than ever too	More juices less fizzy pop Smoothies and fruit juices
The hot food especially the chips are a big hit with my class, but they say the taste has changed, maybe redine how chips are done?	Monster Energy. Breakfast wraps
Monster Energy	Breakfast wraps
More pick up and go boxes. Different types each day. Not just the one option	More gluten and dairy free options please
I'm unsure if these are already included, but more main dishes from Asia (specifically China/Japan/Korea).	I would say more noodle based dishes and some fruit iced tea.
N/A	Less spices used in foods and better value
Fresh sandwiches, toasties, etc. Hot rolls - bacon, sausage, etc. fresh salad pots. Hot and cold drinks Snacks	Veggie stuff, chilli, curry etc
More options in salad area would be nice, chips are good	More options on salad



Appendix Two – SVR Meeting 05/12/2024 Notes (Item 7: Mentimeter Results)

Your views on the Food and beverage provision on campus: Mentimeter Results

Do you use the food and beverage services on campus?

1st equal: Refectories/canteens

1st equal: Cafes (Starbucks/Costa)

3. Vending Machines

4. None

Comments: Vending used as canteens shut early, but they only take card not cash.

All refectories will provide free hot water, but you will be charged for a cup.

They are too overwhelmingly noisy for some students at lunch times.

Not value for money – meal deals coming to all outlets.

Do you think the food and beverage services are value for money?

4.5/10 on a sliding scale from no (0) to yes (10)

Do we think the vending machines are suitably placed?

Yes: 11 votes No: 8 votes Don't use them: 10 votes

Matthew Ramsay investigating placing of vending machines and reviewing their content.

What types of food and drinks would you like to see on campus?

Drinks: Dr Pepper, Red Bull, Lucozade, Pepsi, Pepsi Max, Monster flavours, proper coffee machines, choccy milk, bubble tea, Sprite, water, flavoured water, fruit iced tea, smoothies and fruit juices.

Food: paninis and toasties, pastries, pasta, hot food especially chips, more main dishes from Asia (China/Japan/Korea), hot rolls (bacon, sausage, etc.), crisps, lasagnes, cottage pies, potatoes and pasta-based foods, breakfast wraps.

General comments:

Cater to dietary requirements: Students mentioned Ketogenic diet friendly options, better vegetarian, gluten and dairy free options.

It is too expensive; some students are still going hungry at lunchtime.

Freshly made, healthier options – including fruit and vegetables, more salad options and fresh sandwiches.

More pick up and go boxes offering more variety.

More options in Goodlyburn.

Hearty meals for a stable price.

Less spices used in foods.

Do we like the hot drinks affiliation with Costa (Braham & Goodlyburn), with Starbucks (Webster) or prefer them to be independent?

Costa: 6 Starbucks: 7 Independent: 3 Don't mind: 8 Don't use: 4

Who do you think should run the food and beverage provision?

Non-student UHI staff including external companies: 2

UHI students alongside permanent staff: 10

I don't mind: 16

Do we think the Café and Refectory should be open for longer?

Yes: 21 No: 1 Don't mind: 5 Don't use them: 1

Appendix Three: UHI Procurement & Student Services Survey on Catering Provision

Student Survey on current Catering provision. 2024

During November over a period of 3 weeks (3 separate days) Procurement and Student Services (Sam Monie) carried out some in person market research and asked a small section staff and students a few questions on the current catering provision.

Questions asked:

Q: Do you eat in the refectory? Y / N

If answer was yes then further questions below were asked.

Q: Do you find quality

Good: - 12

Acceptable: - 3

Bad: - 1

Q: Do you find the cost

Expensive: - 7

Reasonable: - 7

Cheap: - 1

Coffee:

Q: - Can you tell the difference between Costa and Starbucks coffee?

Yes: - 4

No: - 9

Q: If there was a cheaper coffee option which served the same types of coffee and hot chocolate (flavoured / iced latte etc) would you choose:

Costa: - 0

Starbucks: - 0

Other/Cheaper: - 13

Although this was only a small survey the general consensus was the cost and quality were acceptable, many comments on cost were made where the cost of the offering was compared to a subsidised offering such as School, Office canteen and a few people intimated they thought it was expensive as they are students and expected it to be subsidised therefore cheaper.

Overwhelming consensus on Coffee was so long as they offering has the variety they get from the banded coffee they would always go for the cheaper.

The demographic included , young male and female, older male and female and staff.

Appendix Four: February 7th SVR Meeting Notes (relevant parts from Item 7: Your Issues)

<u>Department</u>	<u>Issue</u>	<u>Area</u>	<u>Action by</u>	<u>Feedback</u>
Access to Health and Life Science	There are virtually no vegan food options in the Brahan building (which I was pretty much confined to as a wheelchair user). Multiple days I've had to make a meal of chips because there was nothing else I could have.	Estates	Matthew Ramsay	I am sorry that you were not able to find what you were looking for, I am working with Michael to develop the menu and include more plant-based dishes that will also fulfil the requirements to meet the Hospitality and Food Studies curriculum provided in the Brahan kitchen.
Creative Industries	We have no vending machine for snacks at the Goodlyburn, this has been since just before the Christmas break.	Estates	Matthew Ramsay	Unfortunately, this is due to a broken part in the vending machine, I have been chasing the supplier to resolve this and have been told that it will be repaired this week.
Childhood Education and Practice	Food prices are too expensive in the shop, and there are only very limited options by 1pm.	Estates	Matthew Ramsay	I am reviewing the stock levels in the shop as the levels of business have been volatile recently to prevent wastage, as the shop becomes busier, I will be increasing the level of stock we have available. Regarding prices please could you email me to clarify if this is related to a specific product or all products in general.

Appendix Five: Physical Menu Signage

Goodlyburn



THIS WEEK'S MENU

MONDAY

MEXI-CO. KITCHEN
THE BEST FIESTA IN TOWN

Monday
Beef Chilli
or
Vegetable Chilli (vegan)
Served with Rice & Tortilla Chips, Tomato & B. Grated Cheese
£4.50
House Salad £0.80p
Chips £1.90
Curry Sauce £0.50
Nachos with Cheese £1.00
Something New!
Churros with Chocolate Sauce £1.20

TUESDAY

DIZZY PANDA
ASIAN FUSION

Tuesday
Spiced Chicken Thigh/Pork Combo
or
Pulled Out Combo (vegan)
£4.50
Chilli & Lime Courgettes £1.00
Onion Rings £1.00
House Salad £0.80
Chips £1.90
Curry Sauce £0.50

WEDNESDAY

TODAY'S MENU

Wednesday
Roast Beef & Yorkie
or
Ham & Cheese Chicken Kiev
or
Vegetable Hotpot (vegan)
Served with Roast Potatoes, & Braised Red Cabbage or Carrots
£4.50
Yorkshire Pudding £0.80
Braised Cabbage £0.80
Roast Potatoes £1.00
House Salad £0.80p
Chips £1.90
Curry Sauce £0.50

THURSDAY

TODAY'S MENU

Thursday
Lamb & Potato Curry
Or
Sweet Potato & Coconut Curry (vegan)
Served with Rice & Naan
Or
Braised Honey & Tomato Chicken With Rice
£4.50
House Salad £0.80p
Chips £1.90
Curry Sauce £0.50

FRIDAY

TODAY'S MENU

Friday
Baja Fish Taco
Or
Vegetable Moussaka & Garlic Bread(v)
Or
Chicken Kiev
Served with Chips or Crispy Coated Potatoes
£4.50
House Salad £0.80p
Chips £1.90
Curry Sauce £0.50

ALLERGIES? WE'RE FOOD EXPERTS

YOU CAN ASK ANY OF US
ABOUT WHAT'S IN YOUR FOOD!

WE KNOW OUR STUFF
AND CAN USUALLY FIND SOMETHING
TASTY FOR YOU - WHATEVER YOUR
DIETARY REQUIREMENTS

May 9, 2025, 8:57 am

Committee Cover Sheet

Paper No. 11

Name of Committee	Finance and Resources Committee
Subject	EDIT ToR Update
Date of Committee meeting	21/05/2025
Author	Katy Lees, Director of HR and Organisational Development
Date paper prepared	16/05/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	<p>Following discussion at the EDIT committee, the Terms of Reference for the group have been updated to reflect a wish to have more student representatives on the group. This was agreed by the committee, and draft ToR are attached for noting. These are currently with HISA for consideration, but are in line with all conversations held.</p> <p>Proposed ToR for the remainder of the 24/25 academic year and 25/26 academic year are attached.</p>
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	<p><input type="checkbox"/> For information</p> <p><input type="checkbox"/> For discussion</p> <p><input type="checkbox"/> For endorsement</p> <p><input checked="" type="checkbox"/> For approval</p> <p><input type="checkbox"/> Recommended with guidance (please provide further information, below)</p>

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>Click or tap here to enter text.</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>No – for information</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>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>

Committee Cover Sheet

Status (ie confidential or non-confidential)	Non-Confidential 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: Click or tap here to enter text.
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Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

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

and

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

Equality, Diversity and Inclusion Committee

Terms of Reference (24/25)

Remit

The remit of the EDI Committee is as follows:

Joint meetings between Management and Staff from across UHI Perth, elected EIS-FELA and UNISON representatives and Student Representatives, providing direction and support to UHI Perth-wide activities which meet our commitment to equality, diversity and inclusion, enabling compliance with equalities legislation in the interests of staff, students and service users, and helping promote UHI Perth.

Membership

Role	Current role holder	Deputy
Director of HR and Organisational Development (Chair)	Katy Lees	N/A
Depute Principal, Operations (Vice Chair)	Lynn Murray	N/A
EDI Advisor	Ben Myles	N/A
Director of Curriculum	Christiana Margiotti	Nicky Inglis
Director of Teaching, Learning and Quality Enhancement	David Gourley	TBC
Representative from EIS	Scott Innes	Callum McCormack
Representative from Unison	TBC	TBC
Student Services Manager	Gerald McLaughlin	Deborah Lally
Health Safety and Wellbeing Advisor	Ian Bow	N/A
Director of Estates	Gavin Whigham	
Nominated staff members (a minimum of 2 but maximum of 4)	TBC	
Nominated student voice reps (a minimum of 2 but maximum of 4)		
HISA Perth President	Xander McDade	Andi Garrity

Quorum

Quorum shall be set at 40% of the membership (so 6 members based on a minimum of 2 staff and 2 student voice reps).

Frequency of Meetings

Meetings will be a minimum of 3 times per annum and meetings will be scheduled for no more than 1.5 hours.

Purpose

- To monitor the organisation's Equality, Diversity and Inclusion performance against legal and statutory requirements
- To jointly devise, implement and monitor progress of equality, diversity and inclusion action plans, including plans relating to our statutory duties
- To receive and disseminate updates on cross-UHI Perth activity in mainstreaming equality, diversity and inclusion and to provide direction on practices, advise curriculum areas and UHI Perth departments on equality, diversity and inclusion and to ensure provision of staff information and training and development opportunities as required
- To advise and make recommendations on all aspects of the UHI Perth's physical environment to ensure appropriate responses and actions to support inclusion
- To share information and good practice on all equality, diversity and inclusion aspects of UHI Perth operations
- To work in partnership with relevant organisations to promote and support equality, diversity and inclusion

Member's Role

- Be prepared and willing to participate.
- Contribute in a constructive and proactive manner with a solution-focussed approach.
- Attend meetings on a regular basis. In a case of unavoidable absence, the member can nominate a suitable substitute. It is the member's responsibility to ensure their substitute is properly briefed.
- The Vice Chair shall assume the responsibilities of the Chair during any absence.
- The Chair must lead the group meeting in a structured and timely manner. It is the responsibility of the Chair to ensure all sections of the agenda are discussed and to allow all members the chance to contribute.

Review

- The Chair will review frequency of attendance annually.
- The Group will reflect its effectiveness annually.
- The Group will review its Terms of Reference annually.

Equality, Diversity and Inclusion Committee

Terms of Reference (25/26)

Remit

The remit of the EDI Committee is as follows:

Joint meetings between Management and Staff from across UHI Perth, elected EIS-FELA and UNISON representatives and Student Representatives, providing direction and support to UHI Perth-wide activities which meet our commitment to equality, diversity and inclusion, enabling compliance with equalities legislation in the interests of staff, students and service users, and helping promote UHI Perth.

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- The Group will reflect its effectiveness annually.
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JNC for Lecturers

Note of Meeting held on Wednesday 5 March 2025, 3.15pm, Room 019 / MS Teams

Present: **Management Representatives**
 Dr Margaret Cook (MC), Principal
 Lorenz Cairns (LC), Depute Principal Academic

EIS FELA Representatives
 Callum McCormick (CM)
 Scott Innes (SI)

In Attendance: Gavin Stevenson (GS), Director of Finance, for Item 2 only

Apologies: N/A

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

Note Taker: Carolyn Sweeney-Wilson

Minute

Item		ACTION
1.	Welcome and Apologies KFL welcomed everyone to this meeting. There were no apologies.	
2.	Finance Update GS updated the meeting on the following matters: Audit Completion: GS confirmed the Audit had been completed and was recommended for approval by the Audit Committee, with formal approval pending from the full Board. Financial Updates: The Management Accounts for the past six months, and the year-end forecast (July 2025), were nearly ready and were due to be presented at the next F&R Committee. The budget process was set to begin soon, with a completion deadline by the end of April. Finance Department: GS confirmed the department was now fully resourced.	

Item		ACTION
	<p>Course Profitability Model: This was now with SMs for inputting hours etc, with outcomes expected in April.</p> <p>Deficit Projection: In response to CM's question, GS advised the projected deficit remained at £1.2M, although noted the final figure might be slightly lower.</p> <p>Pension & NI Costs: MC reported that NI increases from April would add an additional £150K to the budget, with no funding support for the current year, but 60% support, from the Government, the following year. The sector continued to lobby the Government for further assistance.</p> <p>Lift Emergency Fund: The College had received SFC emergency funding to pay for the new lift in Brahan.</p> <p>SFC Meeting Update: MC shared that a new funding model would begin on 1st August, which Colleges had not previously been consulted about, and which Colleges had raised concerns regarding the credit allocation. She committed to keeping EIS updated as more information became available.</p>	
3.	<p>Financial Planning</p> <p>Discussed above.</p>	
4.	<p>Additions to the Agenda for AOCB</p> <p>None.</p>	
5.	<p>Minute of Previous Meeting (Paper 1)</p> <p>The minute of the meeting held on 5 December 2024, which had been previously circulated, was approved as an accurate reflection of the discussions that had taken place.</p>	
6.	<p>Review of Actions / Matters arising not included elsewhere on the agenda:</p> <p>5.1 <u>Complaints</u></p> <p>Further to the previous action, KFL confirmed a date had been fixed to meet with EIS to commence discussion regarding the Complaints Procedure. A SLWG had also been working on this and KFL said she would also look to discuss this with EIS. There would also be a 'lessons learned' review, in terms of complaints.</p> <p>5.2 <u>EIS Visit to Campus</u></p>	

Item		ACTION
	SI advised there had been a request for a second visit to discuss pensions with staff, but this was likely to be online. SI said they would set-up lunchtime sessions for this.	
7.	Health, Safety and Wellbeing KFL advised the Stress Management Group (SMG) were currently working their way through the Stress Survey responses. The initial Action Plan would be submitted to PLG next week, but this was based on the Q1 feedback only.	
8.	TOIL Guidelines SI advised he had reviewed the Guidelines and would meet with CM to discuss, following which they would then send their combined comments to KFL.	
9.	Policies & Procedures Approval 9.1 Peer Review Policy – proposed update KFL advised that the Policy had been discussed at LTAG and briefly at PLG. As it only applied to Academic staff, it was brought to the JNC for Lecturers before being sent back to PLG for final approval. In response to SI's query about the removal of the appendices, KFL explained that the aim was to keep the Policy focused, with all related forms available on PerthHub. This approach would allow any necessary adjustments to the forms to be made on PerthHub, without requiring the entire Policy to go through the approval process again. SI also questioned whether there was a system in place to support staff engagement with Peer Review, as part of their CPD, and he proceeded to outline the previous Peer Review process, which had been informal in nature. LC agreed to discuss how the process would work in practice, with the Director of Learning, Teaching, and Quality Enhancement (LTQE). Agreed: JNC members agreed that the Policy should proceed to PLG for their final approval. Action: CSW to add this Policy to the PLG Agenda for their next meeting on 11 th March. <u>Noted Policies Agreed Through J-JNC Since Last JNC:</u> 9.2 Redundancy Procedure	CSW (Action completed)

Item		ACTION
	<p>Noted.</p> <p>9.3 Travel and Subsistence Policy</p> <p>Noted.</p>	
10.	<p>GTCS Registrations</p> <p>10.1 KFL to update EIS on the amended TQFE priority list for next year</p> <p>KFL advised she could not provide this information at this time, as she was waiting on 31 staff providing their information as to when they joined the sector. KFL would update EIS on this as soon as she had this information.</p> <p>Action: This action to be carried forward to the next meeting: KFL to update EIS on the amended TQFE priority list for next year.</p> <p>10.2 GTCS members to register before December 2025</p> <p>KFL advised on the process for GTCS registration and that HR had written to all Academic staff to request they provide information on the date when they joined the sector. Based on this feedback, excluding the 31 staff mentioned in point 10.1, there were 6 staff who would need to register by December. KFL said that she would contact these 6 staff after April, to make sure they were aware of the process for registering.</p> <p>10.3 TQFE Payments and Pay Award</p> <p>KFL advised that when all the pay awards had been added to salaries, the TQFE payments, based on hourly rates, had not been increased. This was an action for HR and would be completed as soon as possible.</p>	<p>KFL – (action completed 21/04/25)</p>
11.	<p>OBC / FBC</p> <p>MC provided an update on the OBC/FBC process and informed the group that there would be an all-staff meeting the following week, including EO staff, where she would deliver a presentation. This presentation would be the standard one given by each UHI Principal to their respective staff. She also confirmed that UHI EO staff would attend the June Staff Conference in person.</p> <p>The OBC had been completed and Boards across the UHI Partnership had agreed to progress to the next stage, which was the FBC. MC indicated that the next phase would focus on options 3, 4, and 6. The Perth Board had discussed the OBC and expressed a</p>	

Item		ACTION
	<p>desire for Perth to take as much of a leadership role as possible during the FBC process, though this would have implications for time and resources.</p> <p>The timeline for completing the FBC remained unclear and MC planned to discuss this further, with the Vice-Chancellor, to seek clarity. Additionally, a meeting was being arranged with full-time officers from EIS, Unison, UCU and GMB/Unite. This meeting, scheduled for within the next few weeks, aimed to understand the issues trade unions wished to raise. MC clarified that this would not be a formal consultation meeting, as any employment-related consultations would occur locally with the respective employers.</p> <p>CM asked whether staff would be provided with information about the options being taken forward during the all-staff meeting.</p> <p>MC responded that the three options would be developed further before being finalised in the FBC.</p> <p>EIS representatives also posed several questions regarding the format of the meeting, the content of the presentation and how staff would be able to provide feedback.</p>	
12.	<p>Plus 1 Cover – Understanding and Application</p> <p>CM raised concerns about the consistent application of the NJNC policy across all departments, particularly regarding the use of the +1 cover. He was worried that some managers might not fully understand the policy, as the +1 cover - intended for short-term absences - was reportedly being used to cover long-term situations such as maternity leave. CM emphasised the need to ensure that managers applied the policy correctly and consistently.</p> <p>SI suggested that additional training on the correct use of the +1 cover might be beneficial.</p> <p>In response, LC said he had already discussed the matter with both Directors of Curriculum (DoC), who would review the situation. While the DoC believed the policy was being applied correctly, LC asked EIS to inform him if they had specific examples of misinterpretation. He also agreed that further training could be helpful.</p> <p>CM suggested that managers should be provided with clear examples of appropriate uses for the +1 cover.</p> <p>LC indicated he was open to further discussions with the DoC and EIS, if they felt it would be useful, and encouraged EIS to share any cases where the policy was being misunderstood.</p>	<p>EIS</p>

Item		ACTION
13.	<p>Lecturer Spine Points – Update on progressing through the bar</p> <p>KFL reiterated previous discussions on this matter and advised that if a Lecturer commenced at point 1 on the scale, and proceed through to point 3, then they would progress through the bar. However, if a Lecturer commenced at point 3 on the scale, they would need to wait 2 years before progressing through the bar. KFL advised that HR would commence a process for this, back dating to March 2023, and she anticipated this would be completed by the end of April.</p>	
14.	<p>Reporting Facilities Time</p> <p>KFL said that she usually requested this information from EIS Reps in June. However, she had received a request that this reporting be carried out according to the Government timelines, which were the end of March/April. KFL said she would now request the information in June, for July – August.</p> <p>SI suggested that EIS provide KFL with access to their Facilities Time spreadsheet, on the Teams site, and KFL could then check the information as required.</p> <p>KFL said that would be very helpful.</p>	EIS
15.	<p>Other items from Management</p> <p>To be discussed outside of the JNC at a mutually agreeable time.</p> <p>15.1 <u>APD</u></p> <p>Noted.</p> <p>15.2 <u>Job Descriptions</u></p> <p>Noted.</p> <p>15.3 <u>Contract Templates</u></p> <p>To come shortly.</p> <p>15.4 <u>Calendar Slippage</u></p> <p>Noted.</p>	
16.	<p>AOCB</p> <p><u>Timetable Protocols (TTP)</u>: LC advised that the TTP would continue to be shared with EIS and they would receive a copy within the next 3-4 weeks.</p>	

Item		ACTION
	<p><u>Academic Calendar – Early Return:</u> LC discussed the previous practice of Academic staff returning one week early in August, in exchange for an additional week off in October, emphasising that participation was entirely voluntary. Although the calendar had reverted to the standard schedule for the current academic year, feedback from staff and a review by the DoC indicated that the earlier timeline was more beneficial. As a result, LC planned to reinstate the option for Academic staff to return one week early in August, with the additional week in October for those who chose to participate. This arrangement would remain voluntary and would need to be recorded in staff CiPHR accounts. LC said he would have a final discussion with the DoC before formally announcing the change and requested that EIS keep the information confidential until those discussions were complete.</p> <p>In response, SI asked that the decision be communicated as soon as possible, given that staff were already making plans for the upcoming academic year.</p>	
17.	<p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • 29 May 2025 <p>All meetings are on Thursdays, at 3.15pm, in Rm 019, or by MS Teams (unless otherwise stated)</p> <p>Meeting End Time: 16.12</p>	

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JNC for Support Staff

Note of Meeting held on Friday 18 April 2025, 10.30am, via MS Teams

Present: **Management Representatives**
Lynn Murray (LM), Depute Principal Operations

Unison Support Staff Representatives
Denise McKenzie (DM), Unison Branch Officer

In Attendance: N/A

Apologies: Dr Margaret Cook (MC), Principal

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

Note Taker: Carolyn Sweeney-Wilson (CSW)

Minute

		ACTION
1.	Welcome and Apologies KFL welcomed everyone to the JNC for Support Staff meeting. The apologies were noted.	
2.	Finance Update LM provided a brief update. The half year forecast had been submitted to the Board with a £1.8M deficit. The College was liaising through the RSB (EO) and SFC to keep them updated on the College's financial position. In terms of signing off the financial statements, a going concern letter of comfort had been provided and the College had also received an advance of grant. Finance were currently working on the indicative budget for AY2025-26 and these indicative budgets would be high level in nature for the next couple of years. Assumptions on pay had been provided by SFC and these would be incorporated into the budgets. DM asked when the indicative budget would be available. LM said the budget would be submitted to the Finance and Resources (F&R) committee at their meeting on 21 st May and it	

		ACTION
	<p>would then proceed to the main Board of Management meeting, due to be held on 5th June. The budgets would not, therefore, be available until after that.</p> <p>LM advised that SFC had also announced the indicative funding allocation which, for Perth, does not come direct from SFC, but via the UHI RSB (EO). However, Perth would not receive a note of their final allocation until May.</p>	
3.	<p>Additions to the Agenda for AOCB</p> <p>None.</p>	
4.	<p>Minute of the last Meeting (Paper 1)</p> <p>The minute of the JNC for Support Staff meeting held on 4 October 2024, having been circulated, was approved as an accurate reflection of the discussions that had taken place.</p>	
5.	<p>Review of Actions / Matters arising not included elsewhere on the Agenda</p> <p>5.1 <u>Fair Work Statement:</u></p> <p>KFL said that the College recognised the previous national position, in regard to a Fair Work Statement (FWS), but the sector had been informed that there would not be an agreed an FWS at this time. However, KFL advised that Perth would like to work with the Trade Unions (TUs) on a FWS, as this was needed to allow the College to apply for specific grants and other funding etc and would hope to be able to work with Unison on this. KFL asked if Unison's position was still the same.</p> <p>DM said she would need to check with the Regional Officers and would feedback to KFL thereafter.</p> <p>Action: DM to check with Unison Regional Officers if they were prepared to work with the College on a Fair Work Statement and provide feedback to KFL regarding Unison's position on this.</p>	DM
6.	<p>Health, Safety and Wellbeing</p> <p>KFL reported that the Stress Management Group (SMG) was continuing work on the Stress Survey results, despite the absence of active Unison Reps, although active, and engaged, EIS Reps were participating. The group was developing an Action Plan based on the findings.</p> <p>A new Stress Survey, using the HSE question set, was scheduled for January 2026.</p>	

		ACTION
	<p>SMG was currently meeting weekly to review responses to the free text questions. In response to DM's query about trends over the past four years, KFL noted that some types of stress appeared to have increased and to explore this further, additional questions had been included in the latest Staff Survey. The results from this survey, expected by the end of May, should offer more detailed insights into the nature and levels of workplace stress.</p>	
7.	<p>Policies & Procedures Approval</p> <p><u>Policies approved since last JNC – For Noting:</u> KFL advised that there was a scheduled Policies Review meeting for next week, but with DM leaving, she would look to propose this meeting so that a Unison Rep could attend.</p> <p>7.1 Redundancy Procedure</p> <p>JNC noted this Procedure had now been approved.</p> <p>7.2 Travel and Subsistence Policy</p> <p>JNC noted this Policy had now been approved.</p>	
8.	<p>UHI Transformation</p> <p>LM advised that the Perth Board had committed to participating in the UHI Transformation project. UHI had presented an Outline Business Case (OBC) last year, outlining six transformation options.</p> <p>LM provided background to DM, noting that the project had progressed to the Full Business Case (FBC) stage. The initial attempt to appoint consultants was unsuccessful, but a second round was underway, with the FBC deadline likely set for December 2025.</p> <p>The six options had been narrowed down to three, which LM shared. The project was not yet in full consultation and the staffing impact remained unclear.</p> <p>KFL added that an information-sharing forum with trade unions existed, with Unison represented on it.</p> <p>8.1 Outline Business Case / Full Business Case</p> <p>As discussed above.</p>	
9.	<p>TOIL Guidelines – update</p> <p>KFL gave DM background on why the Guidelines had been created.</p>	

		ACTION
	<p>There had been previous discussions with local Unison Reps about implementing either a TOIL or flexi-time system. However, a flexi system was not feasible for all roles, such as Receptionists, who needed to be on duty at set times.</p> <p>Another issue was whether TOIL should be taken at the same rate as overtime. Local Unison Reps had supported this, but Management disagreed, as overtime falls under National Bargaining, while TOIL is a local arrangement.</p> <p>DM responded, noting the need to consult members but felt the Guidelines appeared reasonable and that she was not aware of any organisations where TOIL was not 1 hour for 1 hour worked. She said she would include this in her handover notes for the new Unison Rep.</p> <p>KFL agreed to make minor updates to the Guidelines, such as job title changes, before sending the revised version to the Unison FE email.</p> <p>Action: DM to provide notes on the TOIL Guidelines for her successor and KFL to provide Unison with an updated version of the Guidelines, once she had completed the minor amendments.</p>	DM, KFL
10.	<p>Absence Code changes – response from UNISON</p> <p>KFL explained that the absence codes were under review and if changes affected specific staff, HR would notify them directly.</p> <p>DM expressed concern that some staff might feel their absence was not fully understood by Management and KFL noted that a free text field was available for staff to provide further explanation.</p> <p>DM highlighted that the Transgender impact was neutral in the Equalities Impact Assessment. KFL said she would flag this with the EDI advisor for review.</p> <p>KFL clarified that the intention was to support individuals through their reassignment process without labelling it specifically, but agreed to review this with the College's EDI Adviser.</p> <p>DM felt retaining the code would offer better protection for those undergoing gender reassignment.</p> <p>KFL asked if DM was otherwise satisfied with the proposal and DM confirmed she was.</p> <p>Action: KFL to review the neutral impact on transgender staff in the EQIA with the College's EDI Adviser.</p>	KFL

		ACTION
11.	<p>Contract update – response from UNISON</p> <p>KFL explained that, due to various changes, Management aimed to fully refresh Support Staff contracts. The updated contracts would reference relevant policies without duplicating content covered by National Bargaining and would clearly state where related documents were located.</p> <p>KFL asked for DM's input and DM said, while she had not seen the original contract used for updates, after reviewing Paper 4, she noted that all relevant policy links were seemed to have been included.</p> <p>KFL added that, if the new terms were agreed, they would form a contract template and HR would reissue contracts to all Support Staff.</p> <p>DM said she would pass this on to her successor, as she could not make a final decision, but requested a copy of the earlier contract version so Unison could compare it with the update.</p> <p>Action: KFL to supply Unison with a copy of the earlier T&Cs document which was used as the basis for the updated T&Cs document, submitted to this JNC.</p>	KFL
12.	<p>Proposed Probation Paperwork Changes – response from UNISON</p> <p>Agreed: DM confirmed that Unison agreed with the proposed Probation paperwork changes.</p>	
13.	<p>AOCB</p> <p>None.</p>	
14.	<p>Date and time of next meetings:</p> <ul style="list-style-type: none"> 13 June 2025, 2.30pm by MS Teams only 	
	<p>Meeting End Time</p> <p>The meeting concluded at 11.25am.</p>	

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Perth Staff Group**Minute**

Date and time:	Thursday 27 th February 2025, 3pm
Location:	Room 019 and Microsoft Teams VC
Members present:	Christine Paton (CP), Isobel Syme (IS), Susan Johnstone (SJ), Scott Innes (SI), Becky Angus (BA), Kieran Thompson (KT), June Wilson (JW), Steve Douglas (SD), Katy Lees (KFL), Lisa Findlay (LF), Cindy Choquet (CC), Emma Stewart (ES), Suzanne Miller (SM), Rhona MacLuskey (RM), Sarah Wilson (SW), Katrina MacIntyre (KM)
In attendance:	Ian Bow (IB)
Apologies:	Veronica McIlldowie (VM), Sarah-Jane Urquhart (SJU), Winston Flynn (WF)
Chair:	Lynn Murray (LM)
Note Taker:	Trudy Guthrie

Minutes

Item	Action
1. Welcome and Apologies LM welcomed all to the meeting. Apologies were noted.	
2. Additions to the Agenda for AOCB <ul style="list-style-type: none"> None 	
3. Minutes of previous meeting of 30th January 2025. The minutes were approved as a true and accurate record. JW stated it was SJU who brought up Trackplan – TG to amend.	
4. H & S update IB had to leave the meeting to attend a first aid call. He subsequently sent a summary, which is shown below. TG to include the H&S item at the start of all future agendas.	TG

Item	Action
<ol style="list-style-type: none"> 1. H&S Audit programme for low and medium risk areas ongoing. Again I attempt to provide six weeks notice and request a suitable date and time for the audit. Also ask for read only access to dept/team SharePoint H&S documents. 2. Workplace inspection checklists are not being conducted and faults are showing up during audits instead of being reported to Estates (via Trackplan) or ICT Helpdesk. Inspections should be conducted and recorded with negative issues/faults followed through and hastened where required. Checklists can be found at this LINK, Health and Safety Matters – Workplace Inspection Checklists. 3. I will be conducting training for General, COSHH (hazardous substances) and Manual Handling Risk Assessor as well as Managing Stress for Managers and IOSH Managing Safely revision. Risk assessor training dates in February had only one attendee. Dates and times will be published by HR soon. 4. With the Brahan lift being out of order, I was asked to remind employees who have a PEEP or a short-term mobility impairment that there may be a need to review their accessibility within Brahan. Please contact me if you have concerns. 	
<p>5. <u>Matters arising not included elsewhere on the agenda</u> / review of actions from previous meeting:</p>	
<p>LM advised GW had been liaising with procurement to appoint a company to carry out a feasibility study of how we can use renewable energy on campus. We also have a student on campus who is carrying out a study re options. All agreed they have been more keenly switching lights etc off however a reminder to staff would be a good idea. JW to find guidance from Estates and send out - JW spoke with GW and he would like to collaborate with IB re CO2 levels and ventilation along with room temp/ventilation before sending guidance out.</p>	
<p>Distribution Lists: SJU asked for them all to be put on PerthHub and sent an old list of distribution lists and owners. LM to investigate – After discussion LM to forward list of distribution lists to KFL who will then send out an email to all staff to check which are still needed and in use. KFL asked SD for a list of generic email boxes so we can cross check to see which are still in use.</p>	LM
<p>Email Etiquette – All discussed various queries re email etiquette including signatures. LM to speak to JD to hold bite size email session and will speak to LF to find out what work has already been carried out – LM spoke with JD about the sessions and he will add these to PerthHub soon. LM asked all to encourage people to take the time to attend. LF advised there was a piece of work available on PerthHub which she had</p>	KFL

Item	Action
shared a link to previously. All agreed a reminder email should be sent around to all staff re branding on emails – LF to include in next all staff newsletter.	LF
6. PSG Actions Summary from PLG on 25th February 2025	
Covered elsewhere in this agenda.	
7. SLT Key Matters Update	
<p>LM advised that the first half year management accounts are being produced which will let us know how we are performing against our budget. This will feed into the information required for the Scottish Funding Council at the half year point. There is a Board meeting next week to approve the financial statements for 23/24. The Board, SLT and PLG will continue to review options to manage the financial deficit.</p>	
8. Staff Conferences	
<p>LM asked all for feedback from most recent staff conference. Comments included: the landscape around UHI transformation was useful, going around the tables was informative and provided chances for catch ups, also the additional free time in the afternoon was useful for teams to get together but would be useful if we knew further in advance of these so that managers can add appropriate events into that time space, short update from Margaret at the start was beneficial.</p>	
<p>Show cases for particular departments at previous conferences were also mentioned as being positive but all agreed the timeslots would need to be sorted out well in advance of the conference. Theme for June conference will be celebrating success and will look into how the positives from the recent conference can be incorporated into this and future conferences. ES highlighted schools on campus during June so asked if things could be scheduled to try and make sure these don't clash with classes.</p>	
9. Away Day Update	
<p>LM advised these are development days and detailed what took place during the first of these held earlier this month. Actions from the day included creating a leadership charter and work on this is progressing. KFL explained this is a leadership pledge at a high level showing how PLG will commit to working together. The Sector Managers have also had a development day which was successful.</p>	
<p>There will be another PLG development day at the end of March looking at priorities, which will be facilitated by Mark Adderley at Strirling University Innovation Hub. LM said that both of these facilities were used at no cost, with a minimal charge for catering.</p>	
10. HR Update – Stress Survey, Staff Survey, SMHFA and NEO survey	

Item	Action
<p>KFL advised that the Stress Survey closed recently and the initial report will be sent out tomorrow. The Stress Management Group is meeting weekly to analyse the full reports results and these will be shared with staff over the coming weeks. There is a great deal of information so this will take time. The Stress Management Group is creating an action plan based on the results. These updates will appear monthly on PerthHub. SI stressed that staff are looking to see what changes will be implemented from the output of the survey.</p> <p>Staff Survey - KFL shared details about the staff survey of 2021 stating that we are aiming to circulate a new one on 10th March. The questions will be much the same and are intended to be clearer. The survey will have approximately 80 questions and should take about 20-30 mins to complete. The survey will be open for 2 weeks.</p> <p>SMHFA – Asked Line Managers to please approach staff and ensure they approve on Ciphra any staff requests to take this course. Also asked that if the suggested dates are not suitable other courses can be arranged with a minimum of 8 attendees.</p> <p>NEO Survey – An email came out from Ben Myles yesterday which KFL encouraged all to complete. There are only 2 questions but need to know which outcomes are important to staff and students.</p>	
11. AOCB	
<p>JW raised the upcoming travel survey which KFL confirmed will be sent out shortly. JW will be carrying out a pilot in this group, the survey will only have 20 questions and should only take a few minutes to complete. This is required to be carried out due to legislative requirements for carbon emissions. After discussion it was agreed that due to the influx of surveys recently this will be sent out after Easter and trialled on this group before Easter.</p>	
12. Date and Time of Next Meeting: 26 th March 2025	
13. Meeting ended at: 16.03	

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Perth Staff Group

Minute

Date and time: Wednesday 26th March 2025, 2.00pm

Location: Room 019 and MS Teams

Members present: Becky Angus (BA), Christine Paton (CP), Cindy Choquet (CC), Isobel Syme (IS), June Wilson (JW), Katy Lees (KFL), Kieran Thompson (KT), Lisa Findlay (LF), Rhona MacLuskey (RM), Sarah-Jane Urquhart (SJU), Scott Innes (SI), Susan Johnstone (SJ), Suzanne Miller (SM)

Apologies: Sarah Wilson (SW)

In attendance: Richard Fyfe (RF), for Sarah Wilson

Chair: Lynn Murray (LM), Depute Principal, Operations

Note Taker: Carolyn Sweeney-Wilson

Minute

Item	Action
1. Welcome and Apologies LM welcomed all to the meeting. Apologies were noted.	
2. Additions to the Agenda for AOCB SJU – Wellness Garden KFL – TU update <u>Travel Survey</u> JW advised that she had indicated at the last meeting that she would be issuing a travel survey, but she had not yet done this. It would be issued after Easter.	JW
3. Minute of Previous Meeting (Paper 1) The minute of the Perth Staff Group meeting held on 27 th February, was approved as an accurate reflection of the discussions that had taken place.	

Item	Action
<p>4. Matters arising <u>not included elsewhere on the agenda</u> / review of actions from previous meeting:</p> <p>4.1 <u>Renewable Energy Options on Campus – Update:</u></p> <p>The action from the last meeting was for JW to seek guidance from Estates on ‘switching off’ power and issue information to staff. JW advised she was chasing this, but GW had not had the chance to complete this. The action to be carried forward to the next meeting.</p> <p><u>Action:</u> JW to seek guidance from Estates on ‘switching off’ power and issue information to staff.</p> <p>4.2 <u>Distribution Lists – Update:</u></p> <p>LM confirmed the list of distribution lists had been forwarded to KFL.</p> <p>KFL advised this had been discussed at PLG and they would be looking to see what particular information was still required. KFL said she would remind staff about this action.</p> <p><u>Action:</u> KFL to issue an email to all staff, to check which information on the distribution lists were still required and in use.</p> <p>4.3 <u>Email Etiquette - Update:</u></p> <p>The previous meeting’s action was for LF to include a reminder to staff about using College branding on emails. LF confirmed this had been added to the Newsletter.</p> <p>SJU noted that the payslips continued to use the old branding and KFL said she had requested this be changed but would remind them again.</p>	<p>JW</p> <p>KFL</p> <p>KFL</p>
<p>5. Health, Safety and Wellbeing</p> <p>LM advised she had asked CSW to invite the Health, Safety and Wellbeing Adviser to future meetings to talk to this item .</p> <p>IS indicated that some areas of the College seemed to be roasting hot at the moment and referred to an area in the Executive Office. She did understand that Estates were aware of this and were grouping maintenance requests together, to save on call out costs. However, it just seemed to be taking quite some time for there to be any action.</p>	<p>CSW</p>

Item	Action
<p>LM said there would be one contractor brought in during the Easter holidays to carry out the maintenance and JW confirmed this would be the case.</p> <p>JW asked for everyone to report any issues to the Estates Officer so these could be grouped together. Reports could be made via TrackPlan, or email.</p> <p>LM suggested a communication could be issued to staff about this and JW said GW would be sending an all-in-one email about various matters, rather than one-off emails.</p> <p>KT queried if staff/students within the College had the skills to carrying out this type of work. There followed a discussion about the possibility of this, but it was noted there were several drawbacks including insurance and staff supervision implications.</p>	
<p>6. PLG Actions Summary from 25th March 2025</p> <p>LM covered this and Item 7 together and advised on discussions which had taken place at PLG and SLT, which included:</p> <ul style="list-style-type: none"> Team Stress Risk Assessments (RAs): would be forthcoming. Individual workplan assessments would also be introduced. Professional Reviews: there was a discussion at PLG/SLT as to when it in the year it would be best to undertake these, linking with the CPD timetable. <p>SM advised there had also been a discussion at the Operational Group (OG) meeting about this and it had been suggested the June Staff Conference Day (SCD) would be a good time for the Team Stress RAs to be completed, as the teams would be together then. However, SM noted that the Directors of Curriculum wished to discuss this with teams first in terms of their timing preferences.</p> <ul style="list-style-type: none"> Budget timelines: LM advised that Finance had issued timescales for the budgets and that the Board of Management meeting on 5th June would be where the budget would be approved for the next Academic year, as well as indicative budgets for the next 2 years. A part of the overall budget would include CPD, IT and Estates requests. These requests were being centralised and sent to the Directors of each of these areas so they could be reviewed 'in the round' so that a more co-ordinated approach could be taken across the whole organisation. <p>SM queried when the information for Estates would be issued, as the deadline for completion of departmental budgets was</p>	

Item	Action
<p>next week and this information had not yet been issued. LM said she would ask GW for that.</p> <ul style="list-style-type: none"> Data Protection Policy: LM advised this had now been approved. <p>KFL indicated that the procedure part of this document had been removed and that information was now available separately on PerthHub, where all guidance, along with templates, was lodged.</p>	LM
<p>7. SLT Key Matters Update</p> <p>Discussed under Item 6.</p> <p>Action: Item 6 and Item 7 to be merged into one Agenda item for future agendas.</p>	CSW
<p>8. Staff Conferences - Update</p> <p>LM reminded members that they were to ask their teams to suggest anything they would like to see at Staff Conference Days (SCDs).</p> <p>KFL said she had only received one response from the Director of Learning, Teaching & Quality Enhancement, looking to provide a session on 'TeacherMatic'. As a result, June's SCD would be mostly about 'celebrating success'. KFL asked that staff let her know asap if they wanted to provide anything for the June SCD. KFL advised the UHI Vice-Chancellor would be attending the June SCD. KFL also asked for any information on training to be provided at the August SCD.</p> <p>RF requested that where 'news' information was posted on social media that this also be circulated in a way that those who did not have access to social media could read.</p> <p>LF said that most of the information was available on PerthHub and queried, if the creation of this content in a different format, would be a valid use of time, as well as her concern for capacity issues in the Marketing Team.</p> <p>Action: LM and KFL to discuss, outwith the meeting, what could potentially be done to publicise 'news' information in other, accessible, ways. LM noted, however, that all the information already existed and it would likely be duplicating work.</p> <p>In response to a question regarding deadlines for submitting information for the SCDs, KFL said submissions for June would</p>	<p>All</p> <p>All</p> <p>LM, KFL</p>

Item	Action
<p>be needed by the end of next week (4th April) and for the August SCD, this would be required by the end of April.</p> <p>SI suggested, if there were to be tables at the SCDs again, that having a screen presentation at the tables, showcasing the information, might be a better option for providing this, rather than on social media.</p> <p>Action: KFL and LF to investigate the option for having screens available beside tables for the SCDs, for people to showcase their information in visual presentation format.</p>	<p>KFL, LF</p>
<p>9. Stress Survey</p> <p>KFL said the survey results for the Staff Survey were published at the end of February and were available on PerthHub. SMG was meeting weekly to review the survey results and free-text comments, identifying actions to take. There would likely be an update on progress by the end of the month, though a lot of work remained to be done in reviewing the responses. KFL shared an example of bullying and harassment where insufficient information was provided, emphasising that if an issue was not known, it could not be addressed. KFL also noted that some survey questions were specifically added to the Staff Survey to gather such responses and encouraged staff to participate.</p> <p>IS pointed out that some information in the survey could potentially identify individuals, but KFL clarified that the survey was conducted by an external organisation and responses would not typically be available to the College. However, staff could request their individual responses via a Subject Access Request and then, theoretically, KFL would need to request that information from the company facilitating the survey.</p> <p>Regarding SI's question about the response rate in regard to the Staff Survey, KFL mentioned that it was slightly lower than the Stress Survey, but a reminder would be issued next week. SI noted that EIS Reps were encouraging staff to complete the survey and asked about how the responses were being analysed.</p> <p>KFL explained that the Stress Survey was carried out using an HSE tool, while the Staff Survey was conducted by a psychologist from an external company. The results of the Staff Survey were expected in May. A review process would be carried out, similar to the SMG group's review of the free-text comments from the Stress Survey.</p> <p>LM suggested that this could be a valuable topic for 'community practice.'</p>	

Item	Action
<p>10. UHI Transformation</p> <p>LM referred to the UHI session on 13th March, on this matter, and asked if there was anything people would like to raise.</p> <p>SJU felt that there was not much in the way of responses to the questions asked and no actual answers.</p> <p>LF said she had attended a communications meeting that morning and UHI had said they were in the engagement phase of this at the moment, not the consultation phase. She felt UHI were, therefore, gathering information for an FAQs, which would be issued after this phase.</p> <p>SI said the TUs would be asking staff to engage with surveys and provide as much feedback as possible.</p>	
<p>11. Communications</p> <p>LM mentioned that she had attended a union meeting where it was felt that communications were improving in some ways. As a result, it was decided that the topic would be brought to PSG for discussion, allowing the group to share their opinions on organisational communications.</p> <p>IS suggested that it would be helpful if PerthHub became the first page to appear when people booted up their computers, similar to how PerthNet used to function. She believed that staff may miss important information on PerthHub unless they specifically sought it out, as they likely did not have the time to browse through the site.</p> <p>Action: LM to speak with JM to determine if it was possible for PerthHub to open automatically when computers were first booted up.</p> <p>A general discussion on communications followed, with various perspectives shared. KT raised the issue of feedback from the PLG/SLT Development Days and LM clarified that the last one had been postponed. However, they were looking into rescheduling it, so there were no updates at that time.</p>	<p>LM</p>
<p>12. AOCB</p> <p><u>Wellness Garden</u></p> <p>SJU advised that the picture outside the Memorial Garden had been vandalised and was now a mess. She asked if this could be</p>	

Item	Action
<p>fixed. LM said that this had also been raised by others and was now with GW for Estates to action.</p> <p><u>Trade Union Update</u> KFL said staff had queried the situation with Unison representation within the College and she advised that, while there were no local Unison reps currently in the College, any staff member of Unison could approach the full time Branch Officers. The College was currently working with the Branch Officers to provide support to staff. KFL confirmed that Unison, along with EIS, continued to be the only unions formally recognised by the College. KFL also advised that the Unison Recruitment Officer would again be on campus, for another couple of occasions. Unison had provided an assigned Area Officer to work with the College.</p> <p><u>Scottish Mental Health First Aid Training</u> RF advised that the previous date for this course had to be cancelled due to lack of engagement. He needed a minimum of 8 people to attend to make the course viable and he was asking PSG members to help publicise the course to staff. He also indicated that if any department, or groups of people, were interested in a bespoke course and there were 8 or more people, then this could be arranged at specific times that would suit the group. LM asked members to share this with their teams and let RF know if anyone was interested in taking the course.</p> <p><u>Agenda Items for the Next PSG Meeting</u> LM queried what people would like to see in terms of Agenda items for the next PSG meeting.</p> <p>KFL suggested having an item on the Agenda in terms of staff development and what people would like to be involved in.</p>	<p>All</p> <p>CSW</p>
<p>13. Date and Time of Next Meeting:</p> <ul style="list-style-type: none"> Wednesday 30th April, 2.00pm – 3.30pm 	
<p>Meeting ended at: 15.30</p>	

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FINANCE AND RESOURCES COMMITTEE

Paper 16

Membership

Chair of the Board of Management

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

Principal & Chief Executive

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)

Depute Principal (Operations)

Other appropriate staff members of the College by invitation

Quorum

The quorum shall be 4 members of which at least 2 to be Independent 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.

Reviewed October 2024