

Finance and Resources Committee

Agenda

Meeting reference: F&R2024-25/03

Date: Monday 24 March 2025 at 6:00pm

Location: ASW Room 961

Purpose: Rescheduled meeting

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

	Agenda Items	Author	Led by	Paper
1	Welcome and apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of a Conflict of Interest in any Agenda Item			
4	Minutes of the Meeting of the Finance & Resources Committee held on 05 December 2024		Chair	Paper 1
5	Actions arising from previous minutes			
6	Strategy			
*6.1	UHI Perth Recovery Plan	SLT	Principal	Paper 2
7	Financial Performance & Budgets			
7.1	UHI Perth Management Accounts: Year to 31 January 2025	Director of Finance	Director of Finance	Paper 3
7.2	UHI Perth Financial Forecast to 31 July 2025	Director of Finance	Director of Finance	Paper 4
8	Estates			
8.1	Estates Update	Director of Estates	Director of Estates	Paper 5

9	Human Resources			
9.1	HR Update	Director of HR & Organisational Development	Director of HR & Organisational Development	Paper 6
10	Information Systems			
10.1	Digital Transformation Update	Director of ICT	Director of ICT	Paper 7
11	Committee Minutes (for noting by Committee)			
11.1	EDIT Committee <ul style="list-style-type: none"> 21 November 2024 27 February 2025 			Paper 8a Paper 8b
11.2	JNC Committees <ul style="list-style-type: none"> No minutes available for review 			
11.3	Perth Staff Group <ul style="list-style-type: none"> 28 November 2024 30 January 2025 			Paper 8c Paper 8d
12	Date and Time of next meeting <ul style="list-style-type: none"> Wednesday 21 May 2025 		Clerk	
*13	Review of Meeting (Committee to check against the Terms of Reference to ensure all competent business has been covered)			Paper 9

Finance & Resources Committee

DRAFT Minutes

Meeting reference: F&R2024-25/02

Date: Thursday 05 December 2024

Location: ASW Room 961

Members present: Graham Watson, Chair
Mary Fraser, Board Member
Jenni Harrison, Board Member
Chris Lusk, Board Member
Elaine Piggot, 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: None received

Chair: **Graham Watson**

Minute Taker: Ian McCartney

Quorum: 4

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We will act with integrity in everything we do

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

MINUTES

Item		Action
1.	<p>Welcome and Apologies</p> <p>Chair welcomed everyone to the meeting and noted apologies.</p> <p>Chair referenced number of verbal items on agenda, with particular reference to resources in Finance department not being an excuse for a lack of information going forward, and noted that verbal updates should be the exception rather than the rule.</p> <p>Principal assured Board that SLT have resolved resource issues.</p>	
2.	<p>Additions to the Agenda</p> <p>Principal noted the Scottish Government Budget and Colleges Scotland's response to this and advised Committee that, while there was still some debate as to some of the finer details, the headline position of a £12.3m sectoral increase amounted to an effective cut of 1.3% on previous year. This included a Capital Budget cut of 17, and there was no clarity on National Insurance payments of the outstanding pay award for academic staff.</p> <p>Principal advised that further clarifications are likely to follow in the new year. Student Board Member queried whether additional funding was available through the Scottish Futures Trust. Principal advised that this may be possible via the Schools Agenda on innovation and collaboration, however this would need to be routed via UHI.</p> <p>Committee were advised that information had been received re the UHI OBC paper not now being ready until January – alternative dates for UHI Perth Board to consider to be arranged.</p>	Clerk
3.	<p>Declaration of Conflict of Interest in any Agenda Item</p> <p>No conflicts were declared.</p>	
4.	<p>Minutes of Meeting of Finance & Resources Committee & Joint Meeting with Audit Committee, 26 September 2024</p> <p>The minutes were approved as a true and accurate record of the meeting.</p>	
5.	<p>Matters Arising from previous minutes</p> <p>Chair advised (in capacity of AST Chair) that AST were working to secure support from UHI re payment of UHI Perth's £100k Management Fee. A response is expected soon and will be reported</p>	

	<p>to Board.</p> <p>Chair sought clarification around Bad Debt provision relating to Perth & Kinross Council. Committee were advised this related to employability funding and partial payment had been received. Internal Auditors were conducting a review in this area, with a report due to be received for consideration.</p>	
6.	<p>Financial Sustainability Update</p> <p>Principal advised that there were no financial changes to be noted since the last update, with the £3.2m savings figure still approximately on track for a completion date of end of FY2024/25.</p> <p>Principal noted that the priority is on the ongoing individual consultations which are taking longer than hoped. An end-stop of Easter will be required to enable process to be complete by end of AY 2024/25 due to statutory notice periods.</p> <p>Chair queried whether £3.2m savings had been built into Budget deficit. Director of Finance advised that Budget reflects position as at September 2024 (realised savings of £1.65m from the £2.2m outline position).</p> <p>Student Board Member queried whether potential Pension Strain costs were available for remaining positions under consultation. Principal advised that the process wouldn't allow for exact figures at this stage, and, while an approximate figure had been estimated, there is a risk in making assumptions based on known factors before point of crystallisation.</p> <p>Board Member queried whether Pension Strain costs had been included in decisions around VS. Director of HR clarified that costs had been excluded for individual decisions, but SFC approval was still required to process these costs. Board Member queried why these costs hadn't been taken into account. Director of HR advised that, in some cases, inclusion would have potential impacts around age discrimination.</p> <p>Board Member expressed alarm that some assumptions around Pension Strain had not been included in projections, or reported to the Board to provide clarity as there appears to be a risk that Pension Strain costs may override savings.</p> <p>Chair noted a need for Board Members to understand the Pension Strain costs, both past and future, in relation to salary savings approved by the Board under the savings plan.</p> <p>Depute Principal (Operations) noted that the paper approved by Board in June 2024 included reference to 50% costs associated with VS, and that Internal Audit had undertaken an investigation</p>	

	<p>into the VS scheme, which included the decisions taken at Remuneration Committee, and concluded that robust processes had been followed. Depute Principal (Operations) further noted that an update provided in November broke down all the details, which included answers to queries raised in order to provide a collated response; these details would also be provided to the December Board meeting.</p> <p>Chair noted that the key issue wasn't around process, but around transparency and a need to understand where things stood on an annualised basis. Student Board Member requested that, given specific answers cannot be provided, a range of Pension Strain costs be provided – from zero to the maximum possible – to understand prospective costs to avoid more surprised in April. Committee AGREED that a minimum and maximum cost range be provided re Pension Strain costs.</p> <p>Chair noted that the £1.1m costs identified in the November paper look like being exceeded therefore it would be useful to have sight of some detail and of any anomalies around VS savings and payback terms (ie 0.4FTE over a max of 24 months), plus a breakdown of numbers of applications approved versus rejected. This position was AGREED.</p>	<p>SLT</p> <p>SLT</p>
7.1	<p>UHI Perth Group Annual Accounts 2023/24 – update</p> <p>Depute Principal (Operations) advised that, while the compliance work on the annual accounts should be concluded by the end of the month, the statements won't be ready until into the New Year. While the partnership approach with Deloitte is working well, the volume of requests is overwhelming and a pause in requests of one week has been agreed to allow a catch-up in the backlog</p> <p>In response to a query from a Board Member around concern over dates being achievable, Depute Principal (Operations) further advised that accounts need to be tabled before Parliament by 31st March (and to OSCR by 30th April), however given the main cause of delays in 2022/23 accounts focused on 2 items that are not required this year (revaluation of Estates and Pensions Triennial revaluation), both parties are confident in meeting these deadlines.</p> <p>Clerk noted that an additional approval process for accounts will be required prior to the scheduled Committee and Board dates in Cycle 3, dates to be arranged.</p>	Clerk
7.2	<p>Perth College Financial Update: Year to 31 July 2024</p> <p>Director of Finance presented Paper 2, which provided a high-level version of the accounts to end October 2024, and issued a supplementary paper which provided a summary of key issues and priorities within Finance.</p>	

	<p>Director of Finance reassured Committee that, with the Finance department almost back to full strength again, the intention is to have management accounts produced within 10 working days after the end of Quarter 2.</p> <p>Chair queried reasons for income being around £0.5m behind forecast. Director of Finance advised that analytical information on the income side of the organisation was still challenging due to the knowledge base having left the organisation, however reported that a Reforecast is being prepared, and a truer measure of where the college stands would be shown at the Mid-Year Review which will be provided after P6 (end January 2025).</p> <p>Chair queried whether a worsening position compared to the draft budget require additional funding arrangements from UHI. Director of Finance confirmed that this would likely be the case. Board Member noted the need to focus on controllable costs, with Board requiring reassurance of this. Director of Finance reassured Committee that managing costs was the approach being taken, with budget holders being accountable for their budgets.</p> <p>Chair queried the current borrowing position. Director of Finance advised that the current position amounted to an advance on funding of £650k to be deducted at drawdown, and £1.5m of liquidity funding from SFC, however there was no clarity as yet as to the terms around these arrangements. Chair expressed concern around the continuing lack of detail on the terms of repayment for the latter arrangement in particular, and noted that this issue is likely to crystallise the debate around Going Concern within the Audited Accounts.</p> <p>Chair requested greater understanding be provided to Board members around the journey the Finance Dept has been on over a number of years to provide context of where things currently stand in comparison. This item is to be taken forward for a future Board Development Session.</p> <p>Committee noted Paper 2.</p>	Clerk
7.3	<p>UHI Perth Draft Budget 2024/25 - update</p> <p>Chair opened discussion on Budget by noting that there should be an assumption that a break-even position was not achievable, therefore there is a need to understand what the Recovery Plan will look like considering areas within UHI Perth's control, and how far this recovery will take the college.</p> <p>Principal provided context in that around £40m of income had been taken out of UHI budgets over the last few years.</p>	

	<p>Depute Principal (Academic) noted that the Targeting Process had commenced using a more realistic approach to previous years, but the implications of this are that projected incomes are likely to be reduced. Making inroads on the deficit may therefore require more of a blunt instrument and there would be consequences in such an approach.</p> <p>Chair cautioned that taking costs out of the business can't be done at the risk of taking income out of the business too., however it would be useful for Board to see what could be done. Board Member added that it would be useful to understand how to best work with UHI to increase student numbers.</p> <p>Student Board Member suggested it would be useful to better understand why students leave at early stages and not converting to higher levels of study. Depute Principal (Academic) advised that there were many reasons for this, including mental health issues, financial decisions and buoyant employment levels. Data is captured for this via exit interviews.</p> <p>Depute Principal (Operations) noted that the deficit budget had not been approved by the Board, and requested clarity on expectations that the Board had with respect to the next iteration of the budget. Chair advised that it was up to SLT to decide whether to come back to the Board with an amended position, however Chair would expect this budget to be reflective and robust.</p> <p>Director of Finance sought clarity on whether a reforecast or a re-budget was expected, as these have different consequences in terms of how and what managers would work to. Chair noted a preference to sign off on a reforecast rather than a re-budget.</p> <p>Committee requested SLT to provide a Recovery Plan to cover those areas under Perth's control ASAP.</p>	SLT
8	<p>Estates Update</p> <p>Director of Estates presented Paper 3, highlighting the challenging financial position surrounding Estates with the recent failure of the main lift in the Brahan building, costs for which are expected to be around £75k. Principal advised that SFC emergency funding was being explored re the lift repair costs.</p> <p>Committee noted Paper 3.</p>	
9	<p>HR Update</p> <p>Director of HR presented Paper 4, highlighting the focus on complaints handling and associated Scottish Public Services Ombudsman training had been arranged for affected staff.</p>	

	<p>Chair queried payroll system fixes. Director of HR advises that a 2-year extension with CIPHR had been negotiated, however this is not integrated with Payroll systems therefore requires a significant amount of manual processing. Implementation improvements are being examined. Chair queried whether the projected costs of the proposed new system had been stripped out of the Budget, Director of HR confirmed this to be the case.</p> <p>Chair queried whether sickness absence figures were good, bad or indifferent compared to other colleges. Director of HR advised that currently there was no benchmarking data, albeit a working group was working on this at the moment. Director of HR noted that figures presented were around 1% higher than national Public Sector figures.</p> <p>Committee noted Paper 4.</p>	
10	<p>Digital Transformation Update</p> <p>Director of ICT presented Paper 5, highlighting the risk to the project over required levels of investment given the current climate.</p> <p>Chair queried whether there was a strategic need to provide more hybrid room. Director of ICT noted ongoing concerns around frequency of room usage, and more investigation is required alongside curriculum factors.</p> <p>Director of ICT noted that SITS were forecasting a 300-400% increase in their licensing costs, which were shared between the college and UHI.</p> <p>Committee noted Paper 5.</p>	
11	<p>Committee Meetings</p> <p>The following Committee minutes were presented for information and noted:</p> <ul style="list-style-type: none"> • EDIT Committee, 26 September 2024 • Joint Negotiating Committee (Lecturers), 04 October 2024 • Perth Staff Group, 29 August 2024 • Perth Staff Group, 27 September 2024 	
13	<p>Date & Time of Next Meeting</p> <ul style="list-style-type: none"> • Wednesday 19 March 2025 	
14	<p>Review of Meeting</p> <p>Committee confirmed that the meeting had been conducted in line with its Terms of Reference.</p>	

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

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

Status of Minutes – Open ☒

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. 2

Name of Committee	Finance & Resources Committee
Subject	UHI Perth Recovery Plan
Date of Committee meeting	24/03/2025
Author	UHI Perth SLT
Date paper prepared	06/03/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Committee are requested to reflect on the Recovery Plan presentation and discussion at the Extraordinary Board meeting of 06 March 2025, to then feed into the final Board discussion scheduled for 02 April 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.	Presentation first provided to Extraordinary Board meeting of 06 March 2025. Item also discussed at Strategic Development Committee, 11 March 2025
Action requested	<input type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Strategic Impact Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership: Strategic-Plan-2022-27.pdf If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.	Financial sustainability

Committee Cover Sheet

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk?</p> <p>If yes, please provide details.</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Equality & Diversity</p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Data Protection</p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p>Status</p> <p>(ie confidential or non-confidential)</p>	<p>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 checked="" type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

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

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

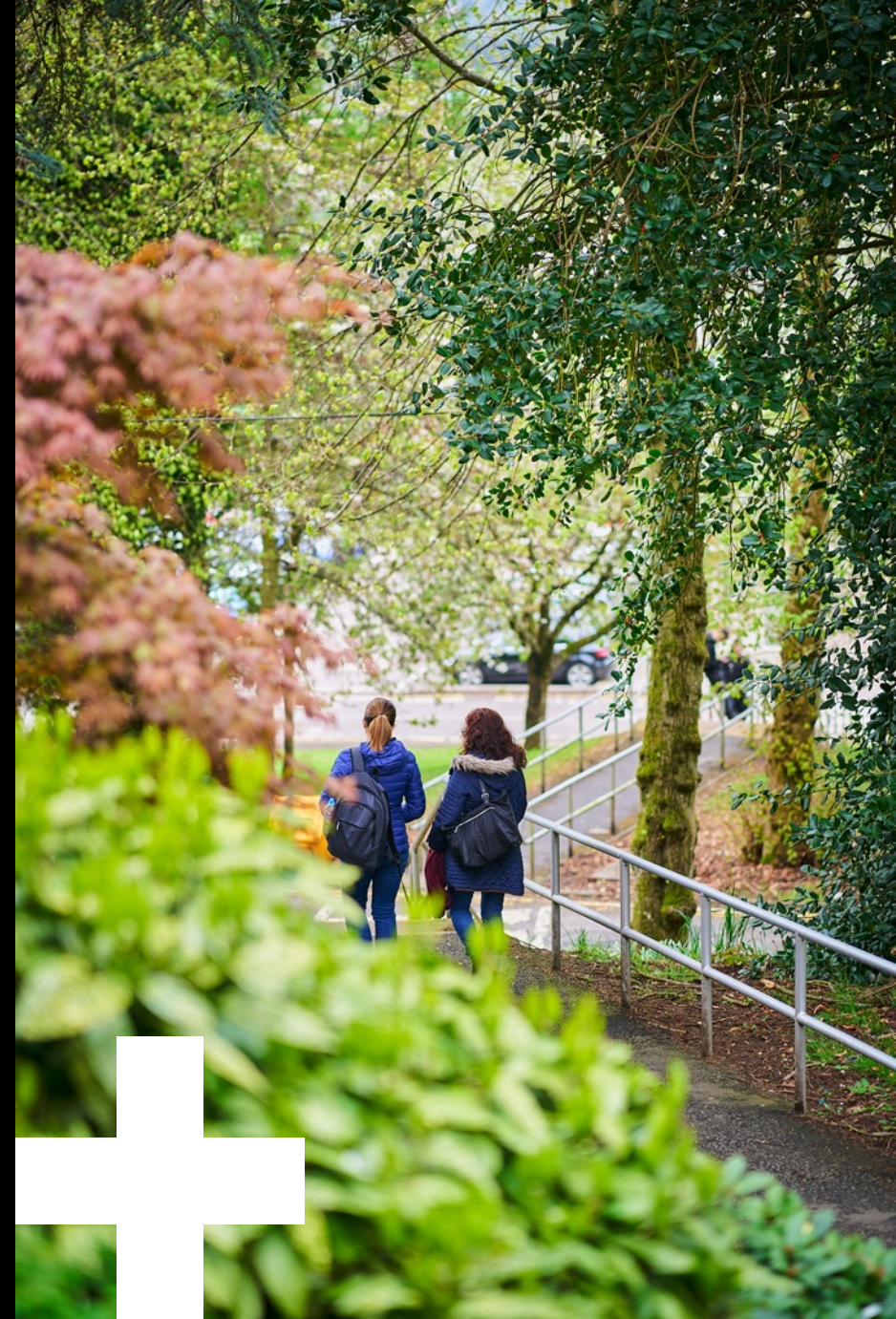
and

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

Recovery Plan

Board meeting on 06/03/25

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Background

- £1.7m annualised staff savings realised from 2022/23 voluntary severance
- Continue with financial sustainability exercise started in 2023/24
 1. Academic re-organisation
 2. Professional services re-organisation
 3. Estates
 4. Continuous Improvement
 5. Additional profitable income sources
- £3.2m savings identified - £2.2m staff and £1.0m non-staff.
- £1.8m staff savings realised to date. Ongoing consultation and review.
- Over 100 staff (19% of workforce) left through voluntary severance in the last 2 years.
- Tipping point – reinforced by staff stress surveys in 2024 and 2025.
- £1.288m deficit budget in 2024/25; forecast deficits in 2025/26 of £0.768m and 2026/27 of £1.229m

Options for recovery – UHI Perth control

1. Reduce the professional services annual staff budget by 10% compared to the 2024/25 budget on a phased basis by 31 July 2027.
2. Review loss-making curriculum areas as identified through the course profitability model.
3. Increase ASW income and reduce costs to ensure that the facility generates a profit margin for commercial activities of at least 30% in 2024/25 and increases the margin by 5% in each year following.
4. Reduce module leadership remission from 2025/26.
5. Review the structure of the Senior Leadership Team and Perth Leadership Group.

Financial Information

Professional Services 24/25 Budget	Budget 24/25 £000
Estates	870
Executive Office	627
Finance	560
HR&OD	458
ICT & Library	575
Learning and Teaching Enhancement	268
Student Experience	1,304
Total	4,662
PLG included above (6 Directors)	(554)
SLT included in Exec Office above	(430)
Total In-Scope	3,678
Of which 10%	368

Option	Description	Yr 1 25/26 £000	Yr 2 26/27 £000	Yr 3 27/28 £000
1	Prof Services 10% staff savings	(38)	(80)	388
2	Loss making curriculum areas	-	-	-
3	ASW margin improvement	(28)	10	3
4	Reduce Module Leadership	67	67	67
5	SLT/PLG structure	-	-	-
	Total	1	(4)	458

Assumptions

1. 20% staff reduction in year 1 by 31 July 2026 and the remaining 80% by 31 July 2027. 50% of savings relate to vs costs. Strain costs in addition – specific to individuals. 3% pay award assumed in each year.
2. Work to be completed and decisions made by September 2025.
3. Profit margin is forecast as 16% in 2024/25, 20% in 2025/26, 21% in 2026/27 and 21% in 2027/28. If target profit margins were achieved this would mean £74k, £71k and £73k over the three years.
4. Reduce ML remission from 17 to 13 hours for all module leaders (academic staff). Apply an hourly rate for lecturers. VS wouldn't result as these hours are covered by contracted staff/ additional hours for existing staff.
5. Salary including oncosts ~£100k-£125k depending on post, excluding Principal.

Risks and Dependencies

1. Professional Services reduction

Risks

- Statutory/ business requirements are not met eg if staff numbers are reduced before ensuring efficiencies are made, less staff then a higher likelihood of single person dependency for key tasks, specialist skills lost. This in turn has an impact on reputation affecting student numbers and preferred pricing for example.
- Reducing services that impact on students may reduce student numbers.
- Potentially higher risk of cyber attack if IT support and expertise reduced/ lost.
- Negative effects on staff morale and retention.

Dependencies

- Curriculum review – needs to be clear what professional services are supporting
- Size and location of physical footprint
- UHI Operating model
- Need to improve systems and processes to create efficiencies – investment required
- Partners/ stakeholders taking on services/ costs eg mental health and wellbeing services to students
- Specialist roles in place to progress eg continuous improvement. Need to have competitive salaries in place to attract people with the right skills.
- Self-service by service users in place.

3. ASW profitability

Risks

- Income targets are not met due to customers being attracted to competitors, insufficient marketing budget
- Expenditure targets are not met due to cover for staff absences, increased non-staff inflationary costs such as energy.

Dependencies

- Business case for changed staff structure/ investment in systems and infrastructure to create efficiencies against current costs

4. Reduce Module Leadership remission

Risks

- Impact on academic workloads and staff well-being.
- Student experience affected if module delivery is not co-ordinated effectively. This may in turn result in loss of student numbers.

Dependencies

- EO is currently reviewing their decision to remove remitted time for ML. Depending on their decision, the cost to UHI Perth in retaining partial remission may be dissipated.

Options for recovery – partner dependency

1. Reduce the top slice paid to UHI Executive Office (EO) by 20% in 2025/26 (~£960k) and an additional 20% in 2026/27 (~£770k).
2. Remove key services from UHI Perth and transfer responsibility to the EO. See slide 4 for likely services that could be wholly or partially transferred. The cost of 8 directors is £744k.
3. Collaborate with Perth & Kinross Council to move a faculty to the city centre, allowing for the sale of the Goodlyburn building.
4. Develop new curriculum pathways eg compressed degrees, hybrid learning and shorter courses.
5. Increase profitable income from international student recruitment.
6. Stop the delivery of HE/ Provide HE under a licensing arrangement.

Options for recovery – other

Other options were identified but would not necessarily result in savings

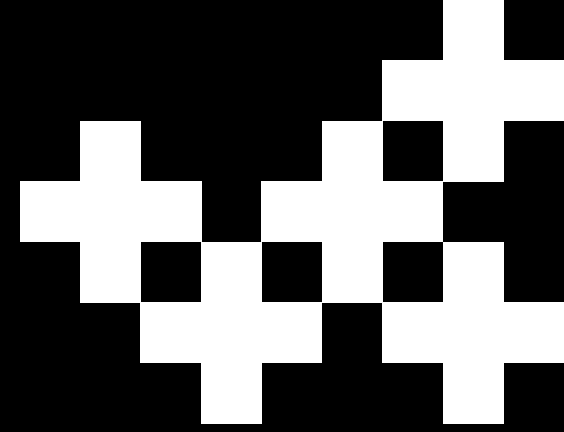
- Review the staff structure across the organisation
- Review and rationalise, if required, the ICT estate (hardware and software) provided for students in classrooms and study areas to ensure that it meets curriculum requirements.

Complete outstanding items from 2023/24 financial sustainability exercise

- Review of the Crieff Road campus.
- Continuous improvement – invest to save.

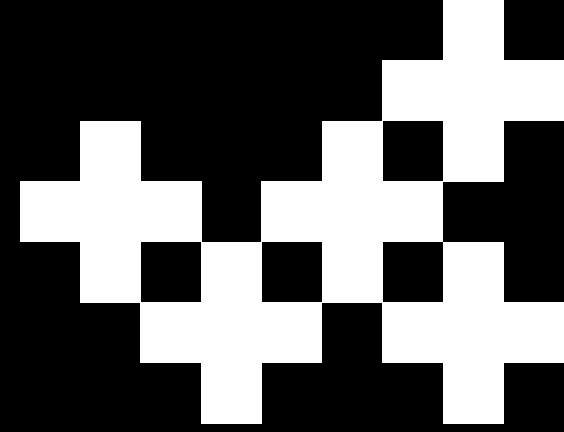
Voluntary severance

- Current vs scheme expires on 31 July 2025.
- Options to extend for a further year or apply for a revised scheme.
- Pension strain on previous vs is £681k over 5 years from 31/03/25. TPF recently advised of 3.31% interest rate meaning total repaid will be £790k.
- Strain costs for the current SLT and PLG estimated to be in excess of £500k and could be significantly more.



Questions?

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Thank You

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Committee Cover Sheet

Paper 3

Committee	Finance & Resources Committee
Subject	UHI Perth – Management Accounts - 31 January 2025 (H1)
Date of Committee meeting	19/03/2025
Authors	Gavin Stevenson, Director of Finance Yemi Orioge, Finance Manager
Date paper prepared	14/03/2025
Executive summary of the paper	This paper includes the management accounts at 31 January 2025 (H1)
Consultation How has consultation with partners been carried out?	No
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes
Risk implications (If yes, please provide details)	Yes Notes the risk to financial sustainability
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

Committee Cover Sheet

Paper 3

<p><u>Equality and diversity</u></p> <p>No</p> <p>If yes, please give details:</p>	<p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<p><u>Data Protection</u></p> <p>Does this activity/ proposal require a Data Protection Impact Assessment?</p>	<p>No</p> <p>Set out any data protection aspects and whether a data protection impact assessment is needed</p>
<p>Status (e.g. confidential/non confidential)</p>	<p>Non-Confidential</p>
<p>Freedom of information</p> <p>Can this paper be included in "open" business?* -Yes</p>	<p>Papers should be open unless there is a compelling reason for them to remain closed. If a paper, or parts of a paper, are to remain closed the reason for that exemption must be specified – see reasons below</p>

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

<p>Its disclosure would substantially prejudice a programme of research</p>	<p><input type="checkbox"/></p>	<p>Its disclosure would substantially prejudice the effective conduct of public affairs</p>	<p><input type="checkbox"/></p>
<p>Its disclosure would substantially prejudice the commercial interests of any person or organisation</p>	<p><input type="checkbox"/></p>	<p>Its disclosure would constitute a breach of confidence actionable in court</p>	<p><input type="checkbox"/></p>

Committee Cover Sheet

Paper 3

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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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>

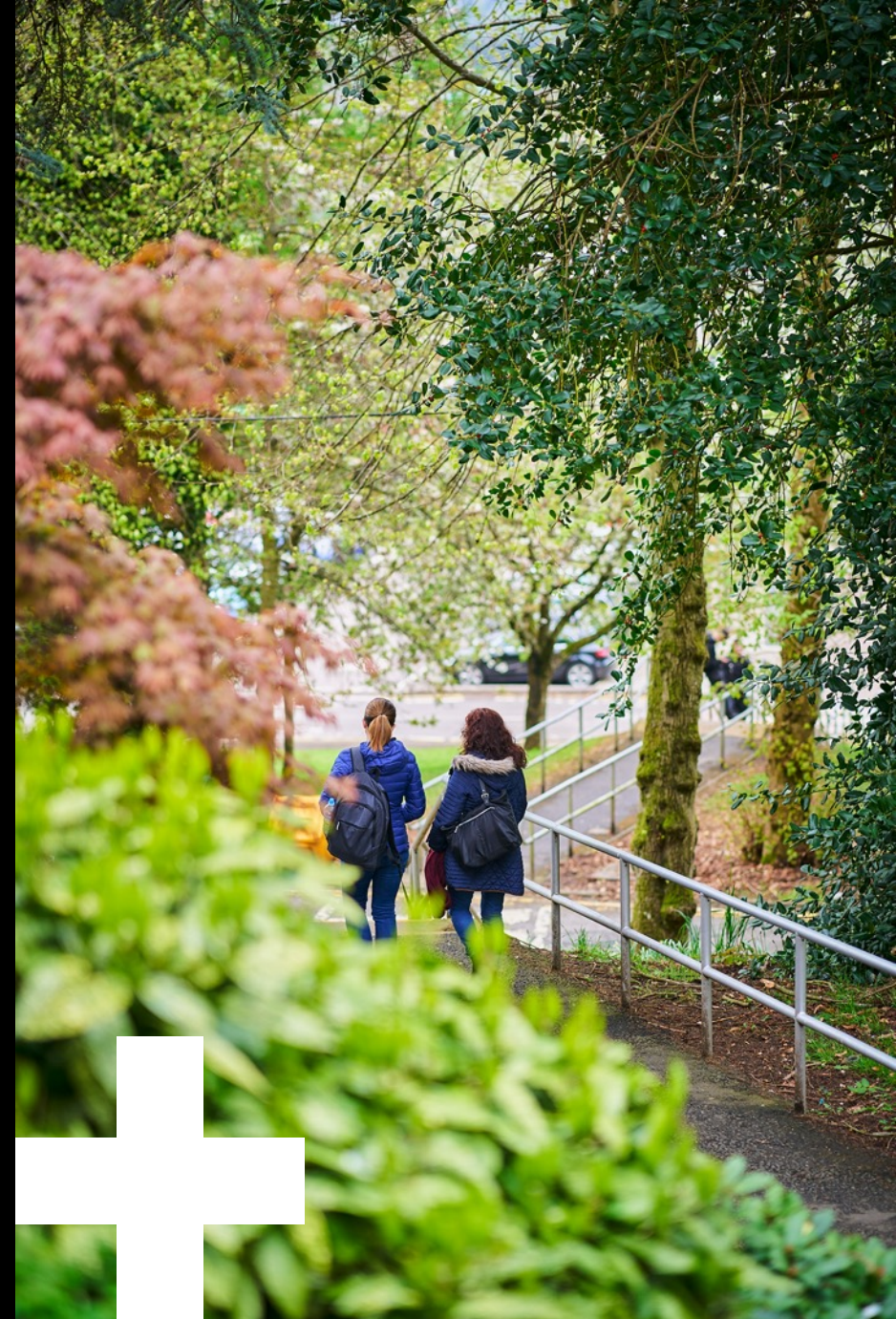
and

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

Management Accounts – 31 January 2025 (H1)

Finance & Resources 24 March 2025

UHI | PERTH



Background

- Management accounts presented for the 6 months to 31 January 2025.
- Data considered to be robust, however, legacy system and data cleansing issues are being resolved to improve accuracy and detailed analysis going forward.
- Further work required in Finance and with budget holders to fully understand costs and all sources of income.



Management Accounts – H1 2025

	YTD Budget £k	YTD Actual £k	Variance £k
Income	12,658	13,598	941
Staff Costs	(9,449)	(9,549)	(100)
Non-Staff Costs	(4,027)	(4,347)	(319)
Surplus/(Deficit)	(819)	(297)	522

Management Accounts – Income

	YTD Budget £k	YTD Actual £k	Variance £k
FE Grant Income	5,810	6,381	572
HE Grant Income	3,370	3,494	124
Other Grant Income	48	176	128
<i>Total Grant Income</i>	<i>9,228</i>	<i>10,052</i>	<i>824</i>
Tuition Fee Income	1,530	1,479	(51)
International Income	605	593	(12)
Managing Agents	138	138	0
Apprenticeship	93	136	43
Research	0	18	18
Commercial Income	1,056	1,119	64
Other Income	9	64	55
Total Income	12,658	13,598	941

Key Points:

- YTD Budget represents 6 months of FY budget income.
- YTD Actual for 6 months.
- Total YTD income of £13.5m is £0.9m favourable vs YTD Budget - timing could be an issue.
- Key income variance is the grant Income of £0.8m with Commercial and Other Income contributing £0.1m.
- Further work is required to fully understand our non-grant income streams ahead of the 2025/26 Budget process.

Management Accounts – Staff Costs

	YTD Budget	YTD Actual	Variance
	£k	£k	£k
Business, Technologies and Wellbeing	3,288	3,217	71
Art, Humanities & Education	2,718	2,616	103
Learning & Teaching Enhancement	134	113	22
Student Experience	700	752	(52)
Finance	280	259	21
HR&OD	230	258	(28)
ICT	328	270	58
Estates	626	743	(117)
International	133	114	19
Centre for Mountain Studies	126	131	(4)
SMT - Executive Office	359	422	(63)
Nursery	28	27	1
Other	87	2	85
Severance Costs	412	627	(215)
Total Staff Costs	9,449	9,549	(100)

Key Points:

- Total YTD Staff Costs of £9.5m (£0.1m adverse variance vs budget)- largely due to severance costs increase of £0.2m, Estates cost increase £0.1m – driven by ASW- see below), partly offset by savings of £0.1m in AHE- due to budget over allocation and £0.09m on other costs (NI increase and Schools budget).
- Severance cost FY budget of £823k prorated for 6 months but actual cost YTD is higher due to timing of people leaving.
- Estates - ASW £0.1m adverse variance against budget is due to bank staff providing cover, that were not budgeted.
- YTD contract and timesheet costs will be confirmed at the Committee meeting and will be compared against FY budget of £1.1m (~16 FTE).

Management Accounts – Non-Staff Costs

	YTD Budget	YTD Actual	Variance
	£k	£k	£k
Business, Technologies and Wellbeing	510	550	(40)
Art, Humanities & Education	151	134	17
Learning & Teaching Enhancement	11	3	7
Student Experience	1,457	1,462	(5)
Finance	304	317	(14)
HR&OD	140	60	80
ICT	373	367	5
Estates	1,011	1,366	(354)
International	52	47	5
Centre for Mountain Studies	0	13	(13)
SMT - Executive Office	19	27	(8)
Total Non-Pay Costs	4,027	4,347	(319)

Key Points:

- Total YTD Non-Staff Costs of £4.3m is £0.3m adverse vs YTD budget.
- Catering expenditure of £0.7m wasn't included by Finance in the annual budget in error. £0.3m related to the YTD budget.
- Centre for Mountain Studies was not allocated a budget in error.

Management Accounts – Considerations

Grant income remains strong against budget supporting a positive variance.

Non-grant income requires further validation before future forecasting.

Outstanding severance and pension strain costs will impact future expenses.

Contract & timesheet cost review may highlight additional variances.

Risk and Mitigation

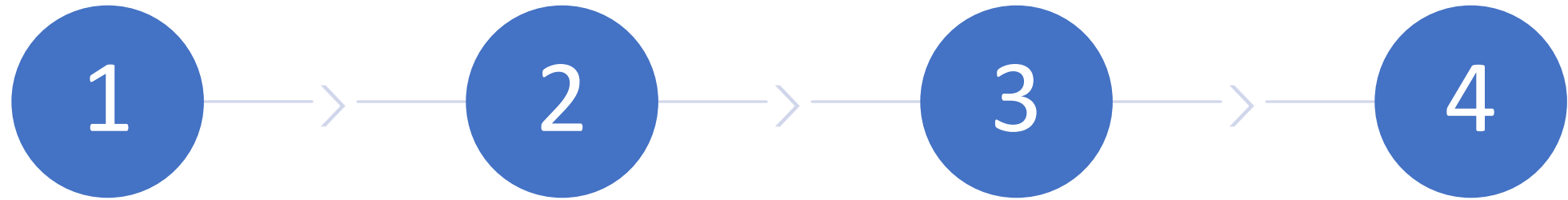
Risk

- Income risk on commercial income
- Staff cost risk- severance and pension strain costs and bank/contract/timesheet.
- Non staff costs risk – unplanned essential spend.

Mitigation

- Diversify revenue streams & enhance non grant income planning.
- Planning and continuous monitoring of staff cost relating to severance and implementation of bank/contract/timesheet staffing controls, to ensure all related costs are recognised.
- As Finance Staff and Budget Holders better understand budgets, ensure all income and expenditure is identified and budgeted for.

Next Steps and Recommendations

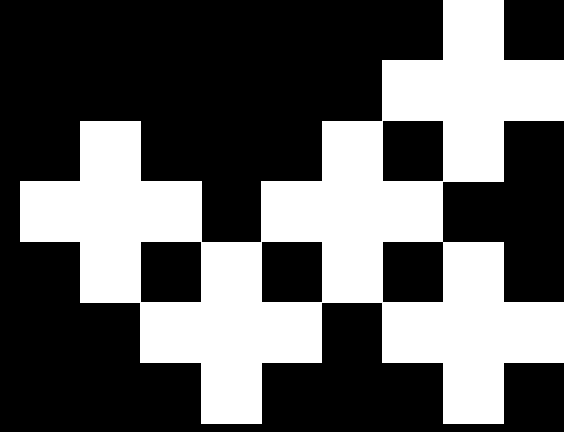


Strengthen forecasting accuracy for future budgets

Develop a long-term income diversification strategy.

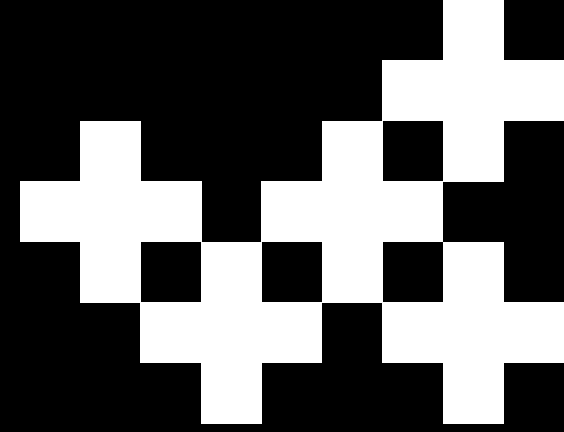
Reiew financial controls on high variance areas.

Enhance governance processes for budget discipline and accountability.



Questions?

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Thank You

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Committee Cover Sheet

Paper 4

Committee	Finance & Resources Committee
Subject	UHI Perth – Financial Forecast to 31 July 2025
Date of Committee meeting	19/03/2025
Authors	Gavin Stevenson, Director of Finance Yemi Orioge, Finance Manager
Date paper prepared	14/03/2025
Executive summary of the paper	This paper includes a financial forecast to 31 July 2025 based on information to 31 January 2025
Consultation How has consultation with partners been carried out?	No
Action requested	<input type="checkbox"/> For information only <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Resource implications (If yes, please provide details)	Yes
Risk implications (If yes, please provide details)	Yes Notes the risk to financial sustainability
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: <ul style="list-style-type: none"> Compliance 	Financial sustainability

Committee Cover Sheet

Paper 4

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

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

Committee Cover Sheet

Paper 4

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:

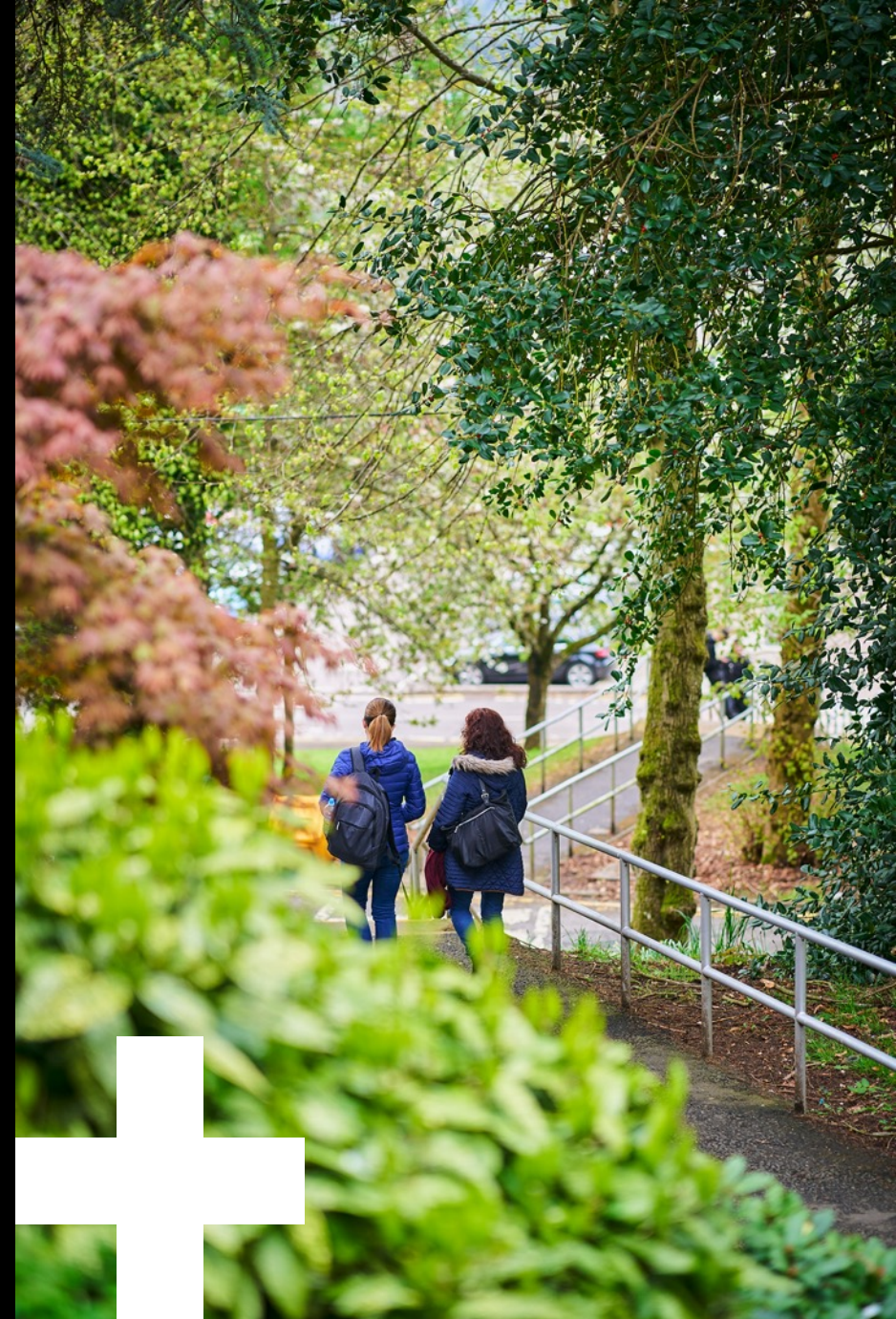
<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

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

Full Year Forecast at 31 January 2025 (H1)

Finance & Resources 24 March 2025

UHI | PERTH



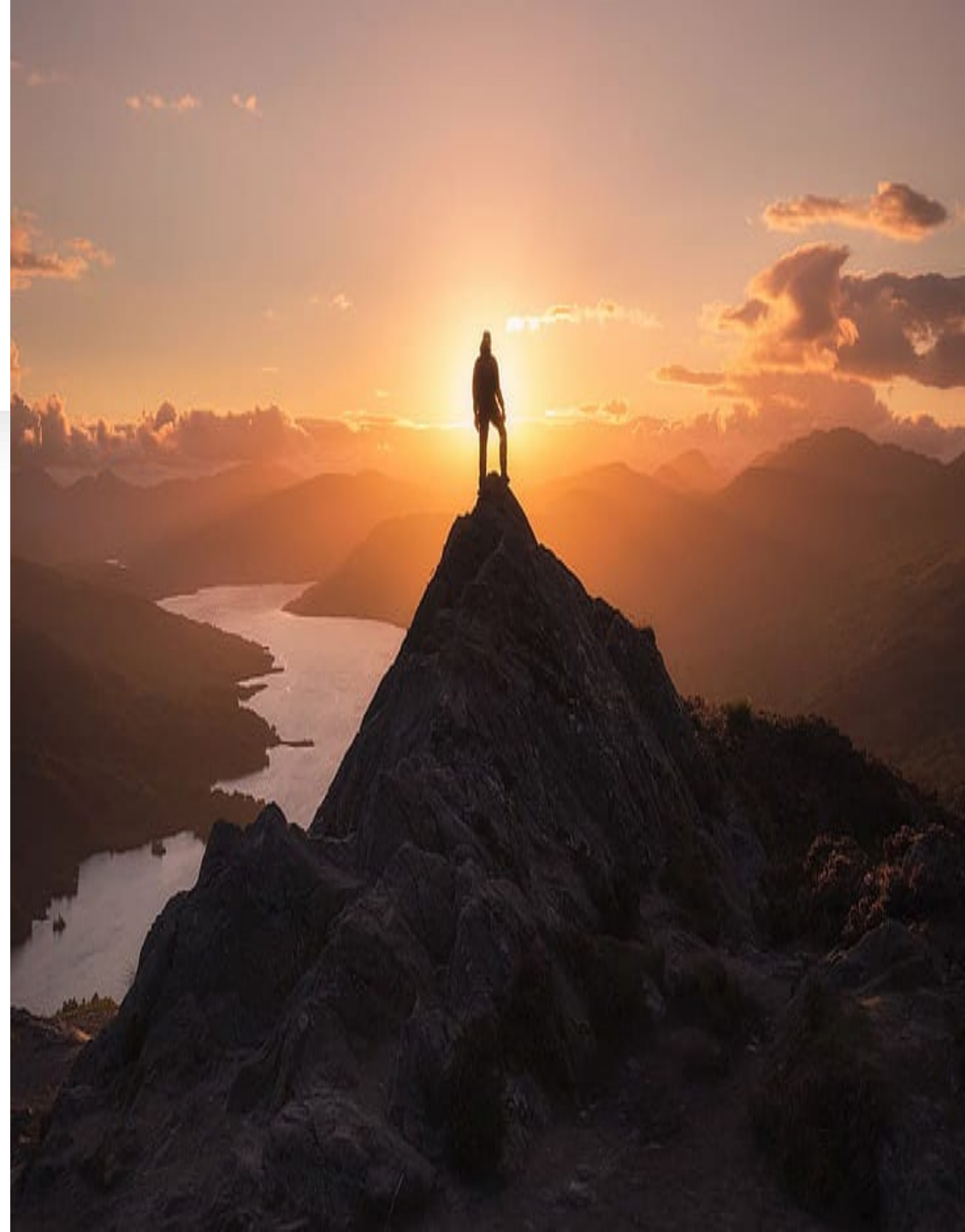
Introduction

- Financial outlook
- Provide an overview of the FY forecast
- Highlight key variances and assumptions
- Discuss financial risks and mitigation
- Next steps and recommendations



Outlook

- College and University sector under financial pressure – high profile deficits
- Flat funding likely next year
- SFC reviewing funding model – winners and losers
- Academic pay award – 4.14% in 2025/26 - SG providing £4.5m funding for this improved pay award
- Support staff pay claim - £2,000 per FTE per year for 2025/26 and 2026/27 – in negotiation
- Perth – 2025/26 predicting same as 2024/25 ie 22,050 FE credits and ~1,500 FTE for HE
- SG paying increased pension contributions for lecturing staff until 31 March 2025
- SG paying ~48% of increased employer NI contributions for 2025/26
- UK inflation rate 3% at end of January 2025



FY Forecast – H1 2025

	FY Budget	FY Forecast	Variance
	£k	£k	£k
Income	25,315	26,318	1,002
Staff Costs	(18,870)	(18,898)	(28)
Non-Staff Costs	(7,732)	(9,028)	(1,296)
Surplus/(Deficit)	(1,287)	(1,608)	(321)

FY Forecast – Income

	FY Budget £k	FY Forecast £k	Variance £k
FE Grant Income	11,619	11,983	364
HE Grant Income	6,740	7,299	559
Other Grant Income	96	237	141
<i>Total Grant Income</i>	<i>18,455</i>	<i>19,519</i>	<i>1,063</i>
Tuition Fee Income	3,060	2,956	(104)
International Income	1,211	1,186	(25)
Managing Agents	275	275	(0)
Apprenticeship	185	152	(33)
Research	0	30	30
Commercial Income	2,112	2,081	(31)
Other Income	17	120	102
Total Income	25,315	26,318	1,002

Key Points:

- Full year forecast was carried out on the basis of 6 months actuals figures and budget holders best estimates of income for the remaining 6 months.
- There is a favourable variance of £1.0m against FY Budget primarily driven by Grant Income- SG funded increased academic pension contribution (£0.2m) and capital grant funding for lift (£0.09m). Further analysis to be provided at the Committee meeting.

FY Forecast – Staff Costs

	FY Budget	FY Forecast	Variance
	£k	£k	£k
Business, Technologies and Wellbeing	6,575	6,566	9
Art, Humanities & Education	5,436	5,267	169
Learning & Teaching Enhancement	269	241	27
Student Experience	1,401	1,520	(119)
Finance	561	609	(48)
HR&OD	460	511	(51)
ICT	657	552	105
Estates	1,251	1,532	(281)
International	267	201	66
Centre for Mountain Studies	252	282	(30)
SMT - Executive Office	717	763	(46)
Nursery	28	28	1
Other	173	2	171
Severance Costs	823	823	0
Total Staff Costs	18,870	18,898	(28)

Key Points:

- Full year forecast was carried out on the basis of 6 months actuals figures and budget holders best estimates of expenditure for the remaining 6 months – staff and non-staff costs on next slide.
- Total FY forecast Staff Costs of £18.9m is showing a £0.03m adverse variance, largely due to Estates (£0.3m ASW bank staff providing cover that was not budgeted), partly offset by savings in AHE £0.2m resulting from higher budget allocation and a total reduction of £0.1m from other cost reductions.
- Student experience adverse variance of £0.1m is due to unbudgeted bank staff cost.
- Other staff cost adjustments relates to school budget of £0.05m and National insurance increase of £0.1m - actual costs allocated across other codes.

FY Forecast – Non-Staff Costs

	FY Budget £k	FY Forecast £k	Variance £k
Business, Technologies and Wellbeing	1,019	1,053	(33)
Art, Humanities & Education	302	271	31
Learning & Teaching Enhancement	21	14	7
Student Experience	2,914	2,934	(20)
Finance	284	653	(369)
HR&OD	280	282	(2)
ICT	745	847	(101)
Estates	2,023	2,817	(794)
International	105	88	16
Centre for Mountain Studies	0	31	(31)
SMT - Executive Office	38	37	1
Total Non-Pay Costs	7,732	9,028	(1,296)

Key Points:

- Adverse Non-Staff Costs variance of £1.3m is due to Estates (£0.8m – see below), Finance (£0.4m-see below) and ICT (£0.1m- included in forecast as a contingency for IT equipment breakdown).
- Estate cost budget was underestimated by Finance by £0.7m on the catering contract and £0.1m catering loss is forecast.
- Finance - Non staff cost budget did not include £0.3m relating to HISA, Shared Services – EO service cost and External Audit.

Forecast – Assumptions

Grant income remains stable and continues to contribute positively.

No unexpected losses in other income streams.

Future staff costs will not significantly exceed reforecast expectations.

Non-staff costs are not expected to increase materially beyond the current forecast.


Catering cost will continue at forecasted levels.

Forecast – Risks & Mitigation

Risks

- **Macroeconomic Risk:** Inflation & Market Uncertainty.
- **Operational Risk:** Higher than expected staffing and operational cost.
- **Financial Risk:** Cashflow constraints if cost overruns continue.
- **Regulatory Risks:** Unexpected compliance cost or policy changes.

Mitigation

- Continuous cost monitoring and adjustments.
 - Exploring cost saving initiatives.
 - Reviewing budget assumptions to prevent underestimations.
- 

Next Steps & Recommendations

1

Assess alternative revenue streams and review operational efficiencies.

2

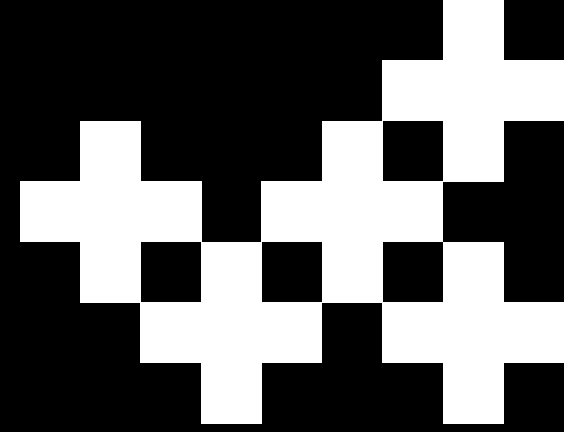
Implement regular forecasting updates.

3

Strengthen budget estimation methods.

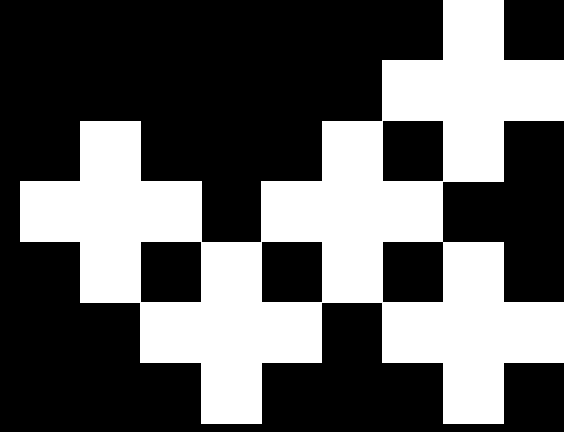
4

Board meeting on 2 April- provide cashflow and updated forecast for 2025/26 and 2026/27.



Questions?

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Thank You

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Committee Cover Sheet

Paper No.5

Name of Committee	Finance and Resources
Subject	Estates report
Date of Committee meeting	24/03/2025
Author	Gavin Whigham, Director of Estates
Date paper prepared	11/03/2025
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 from Nov to March 2025, including the development of Trackplan CAFM system 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**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"/>

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and

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

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

Emergency Funding was secured for the replacement of the Brahan lift. This funding does cover the full value **£83,865** We expect the Lift to begin to be installed late March with the majority of the noisiest work being completed over the Easter break. This does however mean that the lift will not be fully operational until the end of May. This is due to a later than planned delivery time for the new lift carriage. We were also successful in recovering another **£56,426.88** in unpaid electricity from the Mobile telephone masts located on the roof of Brahan. This brings the total recovered to **£146,076.60** with one more supplier still yet to confirm their back dated payment. Work continues to develop Trackplan with Planned maintenance and servicing now beginning to be loaded into the system. The team have now been live for 3 full months and while there have been minor training issues it seems to be working well and has been adopted by the full campus.

Reactive repairs

Since Trackplan went live late November we have received the following

Emergency 4 hour repairs – 83

Routine repairs 5 day priority – 300

Planned repair 15 days priority – 108

Planned inspections or services – 229

We have 118 open or over due repairs still to be completed.

Trackplan has highlighted so far that we are fairly good at completing 5 day priority work on time, with 71% being completed within target, however emergencies and longer 15 day priorities still have work to do. We expect this is largely due to a reliance on sub contractors to attend site and complete emergencies on time. They may well be attending withing the 4 hour window however they might not have the task completed within that time. We will further investigate this as we get more used to working with the new system.

Projects update

We continue to work together with other members of PLG to develop a site master plan. We formed as short life working group to specifically look at the study centre area of the Brahan building. This resulted in a plan being circulated to all staff and students for feedback. Feedback due to be returned by the 14th of March at the latest. We will then review the feedback before committing to making any changes. If this method is successful we will quickly move on with plans for the former nursery building. We aim to have any changes to the study centre completed over the summer holiday period.

Environmental Sustainability

This is continuing to be monitored. We continue to show a reduction in our carbon footprint with an initiative of completing a Christmas “big switch off” estimated to have saved £2500 in electricity alone over the 2 weeks.

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

Utilities

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

So far this academic year has seen a reduction of 63183kw in electricity and 72513kw of gas in comparison to the same period last year which is a fantastic achievement so far.

Sub-contractor review

No issues to report with the new suppliers.

Expectations for the upcoming quarter

The team will be working on any confirmed Study centre works and former nursery building refurbishments works.

Committee Cover Sheet

Paper No.6

Name of Committee	Finance and Resources
Subject	HR Update
Date of Committee meeting	24/03/2024
Author	Katy Lees, Head of HR and Organisational Development
Date paper prepared	12/03/2024
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	General update on HR and OD activity since the last report For information
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.	N/A

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**

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"/>

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and

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

Finance and Resources Committee HR&OD Update

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

Date: 10 March 2025

National Job Evaluation Scheme (17 February 2025 update)

Following the last update in August 2024, discussions between the Support Staff Trade Unions and the employers have continued. Both sides are committed to making progress and delivering on the commitment to the Job Evaluation Project.

All agree that it is unfortunate that the project had become delayed and stalled in unnecessary complications. Further, both sides agree it is important for there to be a shared objective and outcome for the project before further work is undertaken.

On that basis, constructive talks have taken place on the use of the historical Job Evaluation data. In these discussions it has become clear, and supported by advice from experts, that due to the passage of time, the inevitable change in work content, and concerns from historical sampling audits, that the previous evaluation and scoring of roles cannot be considered reliable.

It is fundamental to any Job Evaluation Project that the data used must be up to date and an accurate analysis of job content, therefore, employers and trade unions are now exploring options for current data collection and analysis to ensure the integrity of the project.

Finally, although it is well understood that Job Evaluation does not equate to the harmonisation of pay for jobs across different employers, work is being undertaken in partnership to aid meaningful negotiations on the appropriate application of Job Evaluation outcomes to pay structures.

Trade Unions

UNISON – Local UNISON reps are continuing in their boycott and so at the current time we do not have any active local representatives. We have an assigned full time area officer assigned to us and so work is progressing with the area officer where required.

This has not had a significant impact on UHI Perth at this stage with the exception of things taking a little longer to complete. We have proposed an updated Local Recognition and Procedure Agreement with UNISON and are awaiting their feedback.

EIS-FELA – Work continues with EIS-FELA, there was a 6 monthly review meeting of actions we agreed at the last Staff Governance Standard meeting, and positive feedback was received on the work that is being undertaken to make improvements for our staff.

Employee Relations

The College has no Employment Tribunal claims.

Voluntary Severance

There is no open VS window at the current time, however where consultations are ongoing then VS remains an option for these staff where no suitable alternative role can be found.

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.

Equality and Diversity

The main focus in this area for the EDI Advisor continues to be the Gender Pay report to be published by the end of March 2025 and the Mainstreaming report which must be published by the end of April 2025. We are expecting to meet our deadline on both of these items.

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 – February 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	550.06	359
Academic	562.5	744	370	227
Total	1482.5	1480	954.06	591

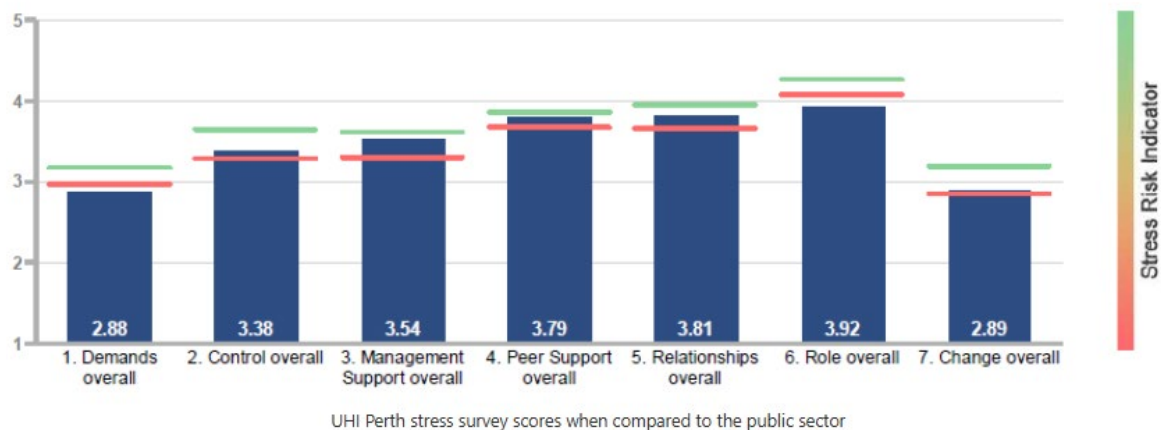
The data above shows the first 7 months of this financial year. The following should be noted:

- Management staff have exceeded the level of sickness absence seen over the full 23/24 financial year.
- For short term sickness absence for both support and academic staff their sickness absence levels are just in excess of the equivalent short term sickness absence levels for 23/24 (based on 7/12th of total short term sickness absence).
- Long term sickness absence for both support and academic staff the level of long term sickness absence is below the 50% level seen for the full 23/24 financial year (noting that support staff are just below this level, whereas academic staff are significantly below)
- We had 9 members of staff on long term sickness absence for various reasons during February. Main reason for Long Term sickness is Work Related Stress.

Stress Survey

The UHI Perth Stress Survey was conducted in January/February 2025 and 208 members of staff completed the survey (46%), and the full report was published for all staff to view at the end of February 2025. The Stress Management Group is now reviewing the results and developing an action plan. This year, the HSE Stress Indicator Tool was used which has meant that there is a comparison of our results with that of the public sector.

The chart below shows UHI Perth's average (mean) scores for each of the six areas covered by the HSE Management Standards related to stress against the public sector benchmark. The red line indicates the 25th percentile score and the green line indicates the 75th percentile score for the public sector group as a whole. This means that for our data where we are below the red line we have scored less well than 75% of the public sector organisations who have completed this survey using the HSE tool. Where we are above the red line but below the green the we have scored within the middle 50% of public sector organisations and any scores above the green line are better than 75% of organisations.



The six areas are actually shown in the chart as seven factors as 'Support' is broken down into two factors: Managers' Support and Peer Support.

For UHI Perth what this chart is telling in summary is that we performed less well than 75% of the public sector organisations who completed the survey in the following factors:

- Demand
- Role Overall

We however scored between the 25th and 75th for a number of factors showing we have scored within the middle 50% of public sector organisations. These factors are:

- Control
- Management Support
- Peer Support
- Relationship
- Change

Due to the priority placed on the wellbeing of staff the Stress Management Group is meeting weekly to review this report and its findings.

Staff Survey

The next Staff Survey is due to be issued out to staff either the week commencing 10 or 17 March. It is being run again through Social Optic to give staff confidence around anonymity of results.

Health Surveillance

7 members of staff have been through Health surveillance on the 18 February 2025 with the next clinic being in April 2025.

Professional Reviews

Professional Review completion for 2024/25 were undertaken during the period 14 October 2024 to 31 January 2025 and the completion rate was 78%.

Organisation Development

The majority of PLG and Sector Managers have completed their SPSO training, with a few undertaking this in June. This is to support the review of how we undertake and learn from complaints that are received within UHI Perth. A shortlife working group has been working on ensuring there is clarity about the process. This group has included the Quality team, Directors of Curriculum and HR.

In addition there are sessions planned on Scottish Mental Health First Aid, Prevent Training, Managing Stress for managers, IOSH Managing Safely Refresher, Digital Skills Workshops, Sharepoint success workshops, Manual Handling, COSHH Risk Assessor, Mastering MS Planner and General Risk Assessor.

Procurement

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

- We have put out a tender for a new Occupational Health provider
- Continuing discussions about putting a new contract in place for staff surveys/360 degree reviews.

Committee Cover Sheet

Paper No.7

Name of Committee	Finance & Resources Committee
Subject	Digital Transformation
Date of Committee meeting	24/03/2025
Author	Jill Martin, Director of ICT
Date paper prepared	12/03/2025
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

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk?</p> <p>If yes, please provide details.</p>	<p>Yes</p> <p>Mitigates against Strategic Risk</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

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Finance and Resource Committee

Digital Transformation Update

Microsoft Teams Telephony

Introduced Unified Communication for UHI Perth

MS Teams provides a single platform for calls, chat, video meetings, and file sharing, reducing the need to switch between multiple applications.

By integrating voice communications, we (UHI Partnership) have reduced costs associated with traditional phone systems and mitigated against the required UHI SIP upgrade costs of circa £250K.

Benefits

The ability to make and receive calls within Teams, along with video conferencing and chat features, fosters better collaboration and communication, both internally and externally, it allows staff to work remotely and access calls from any device, making it easier to manage a hybrid workforce and contributes to our business continuity plan.

Integrating voice with Microsoft Teams simplifies operations, reduces telephony overheads, and improve security by consolidating communication tools aligned with our [client device policy](#).

MS Teams Rooms

We now have 8 MS Teams rooms across the campus and 68 smart boards in teaching rooms.

MS Teams enabled rooms allow for hybrid inclusive autonomous learning, facilitating seamless, secure collaboration and engagement with our students that are on and off site simultaneously, sharing the digital tools for immersive learning experience.

Smart Boards (75" Interactive Screen)

We have upgraded 72 teaching rooms to SMART board (may be referred to as interactive white boards), replacing traditional white / black / wipe boards with Smartboards, this enhances classroom learning by facilitating student engagement and allowing for more interactive instruction, catering to diverse learning styles and improving efficiency and accessibility.

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The content can be distributed with students in real time, allows for application integration, and digital uplift to the VLE (Virtual Learning Environment)

Digital Training

Staff development sessions have been delivered to upskill our staff to fully embrace the technology we are rolling out into the teaching environments, covering the following topics:

A.I Workshop

Practical Workshop on Microsoft Planner

Excel Mastery: From Basics to Brilliance!

TeacherMatic Unlocked: Smarter Teaching, Less Effort

Teams Triumph: Mastering Microsoft Teams for Productivity

CoPilot Command: Mastering Your Digital Assistant

Mastering MS Planner: Organise, Prioritise, Succeed

Mastering Microsoft Forms: Create, Customize, Collaborate

SharePoint Success: Collaborate and Manage Content

ChatGPT Unleashed: Boost Productivity & Creativity

Automate Ace: Unleashing the Power of Automation

Timetabling

We have purchased a timetabling integration to allow dynamic integration with 0365, currently only planned to integrate with Staff Calendars but will soon allow for student timetabling to be dynamically updated.

Continual Improvement

Staff development sessions have been held for staff to introduce continual improvement, to share knowledge and foster a CI mindset.

Lapsafe Cabinets

We now have provided a Lapsafe Cabinet within ASW (academy of sport and wellbeing) and created a digitally enabled warm, safe, accessible study space for our students that is available 7 days a week over extended opening hours.

This brings the campus up to 96 devices for student self-service short term loans, this also brings the technical functionality of being able to maintain the software remotely at scale and integrates into the Library system for ease of management.

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Equality Diversity and Inclusion Team (EDIT)

Note of meeting held on Thursday 21.11.2024 09.30am, Room 019/Microsoft Teams VC

Present: Katy Lees (KFL), Director of HR & OD (Chair)
 Ben Myles (BM), EDI Advisor
 Ian Bow (IB), HS&W Adviser
 Gerald McLaughlin (GM), Student Services Manager
 Gavin Whigham (GW), Director of Estates
 Xander McDade (XM), HISA Perth President
 Scott Innes (SI), EIS-FELA Rep
 David Snowden (DS), Examination Manager, AST

Apologies: Lynn Murray (LM), Depute Principal, Operations
 David Gourley (DG), Director of Teaching, Learning and Quality Enhancement
 Andi Garrity (AG), HISA Vice President
 Lesley Connaghan (LCO), Transition Lead
 Winston Flynn (WF), UNISON Rep

Note Taker: Trudy Guthrie

Summary of Action Items

Ref	Action	Responsibility	Timeline
4.	<p>Matters Arising not included elsewhere on the Agenda/ Review of Actions from previous meeting</p> <p>BSL Action Plan – GM advised this has been published on PerthHub on the Student Management Page. KFL asked for it to be added to the E & D page on the website – GM to arrange.</p> <p>Gender Neutral Toilets - KFL and GW to meet to discuss creating a map of all the toilets on site.</p> <p>Accessible Toilets Webster - IB advised the doors are stiff but had spoken with a user who said it was possible to access however this may not be the case for all users. An automatic push button system would be a better solution. GW to get quotes for this but advised it is unlikely this will be able to be purchased in this financial year.</p>	<p>GM</p> <p>KFL/GW</p> <p>GW</p>	<p>ASAP</p> <p>ASAP</p> <p>Next Meeting</p>

<p>Pushing forward Digital Accessibility in Bright Space and is working with UHI to carry out an audit on this. This was being updated through Workstream 4 and DG was to provide an update at next meeting.</p>	<p>DG</p>	<p>Next Meeting</p>
<p>5. BSL Update - KFL asked GM to get timelines for the roll out from Mark Ross. GM to send SHEL training links to KFL to add to website for staff to use. GM to confirm if a PEEP is required for current BSL student.</p>	<p>GM</p>	<p>ASAP</p>
<p>9. EDIT Member Updates - KFL advised that the single policy on EDI has not been received from UHI yet and she will chase for a response as soon as possible as this will have an impact on us.</p>	<p>KFL</p>	<p>ASAP</p>
<p>11. AOCB - Brahan Lift – XM raised concerns with the length of time the lift is not going to be functional for (March/April 2025) and stressed how unacceptable this is for both staff and students. XM raised concerns re semester 2 starting/returning students who might withdraw. KFL to look into if there is a cut off point for funding for semester 2 students. SI to raise the Lift issue at the Operational Group next week and ask for specific instances of people being affected by this which have not been addressed already. He will also remind the Group of the need for PEEPs to be created for some temporary injuries, pregnancies etc. XM asked for a communication to be issued to students to ask if they are struggling without the Lift, KFL will ask DL to send this out. GM will also include it in the Student Services Newsletter reminding that they have access to PLSPs etc. All agreed a communication should go out to all staff re temporary injuries etc and the need to create/redo PEEPS. DS queried if, in future, the Lift is to be out of order for any length of time again whether it would be possible to use the emergency contact route that we use for bad weather closures etc to contact those affected. KFL will discuss this with DL.</p>	<p>KFL</p> <p>SI</p> <p>KFL/DL GM</p> <p>IB</p> <p>KFL/DL</p>	<p>ASAP</p> <p>Next Week</p> <p>ASAP ASAP</p> <p>ASAP</p> <p>ASAP</p>

MINUTES:

Item	Action
<p>1. Welcome & Apologies</p> <p>KFL welcomed all present.</p> <p>Apologies were noted.</p>	
<p>2. Addition to the Agenda for AOCB</p> <ul style="list-style-type: none"> • Brahan Lift - XM 	
<p>3. Minutes of previous meeting</p> <p>The minutes of the EDIT meeting held on 26 September 2024 were approved as an accurate reflection of the discussions that had taken place with GM requesting a correction to be made in Item 5 changing SAS to SAAS.</p>	
<p>4. <u>Matters arising not included elsewhere on the agenda</u> / review of actions from previous meeting:</p> <p>BSL Action Plan – GM advised this has been published on PerthHub on the Student Management Page. KFL asked for it to be added to the E & D page on the website – GM to arrange.</p> <p>SW and GW to meet to discuss the urgent need for Gender Neutral toilets. GW to take this forward and update a campus map with the details and circulate to all. KFL to add the updated information to PerthHub and send out a news item highlighting the toilet locations on a map once received. - KFL raised concerns about publishing the schematics of the site however, XM and IB advised these are already up as part of the fire escapes etc. KFL and GW to meet to discuss creating a map of the toilets.</p> <p>GW/IB to look into Accessible toilets access in particular the problem with the doors in the Webster toilet. – IB to check the doors this morning and see if work is still needed then liaise with GW. IB advised the doors are still stiff but had spoken with a user who said it was possible to access however this may not be the case all users. An automatic push button system would be ideal. GW to get quotes for this but advised it is unlikely this will be able to be purchased in this financial year. XM queried why we don't use internal contractors to do this. GW explained the reasons why this isn't possible.</p> <p>Pushing forward Digital Accessibility in Bright Space and is working with UHI to carry out an audit on this. This was being updated</p>	<p>GM</p> <p>KFL/GW</p> <p>GW</p>

Item	Action
<p>through Workstream 4 and DG was to provide an update at next meeting. KFL advised the results from JISC could also be fed into this.</p>	DG
<p>5. British Sign Language – update</p>	
<p>Full update can be found by clicking on this link UHI BSL Plan 2024-30 action leads .msg KFL asked GM to get timelines for the roll out from Mark Ross. GM to send SHEL training links to KFL to add to website for staff to use. GM to confirm if a PEEP is required for current BSL student.</p>	GM
<p>6. Trade Union Items</p>	
<p>None.</p>	
<p>7. National Equality Outcomes 2021-2025 – Update</p>	
<p>Mainstreaming Update – BM advised there is a new approach to Mainstreaming this year and provided detail. BM advised he will have a final draft for the Board by 12th March and 2 weeks in advance of the next EDIT meeting he will provide a draft for this Team to look over. Detailed the changes he has made to make it more accessible for all. HR are supplying staff data and DL will be providing the student data and confirmed we will be benchmarking ourselves against all 17 National Equality Outcomes. BM provided a detailed overview of the consultation process advising the report has to be completed and ready for publishing by the end of April 2025. SI queried how this will be communicated to staff and stressed the need for the results to be self-explanatory. KFL advised she is awaiting further guidance from the Scottish Government as this would guide us on what we were required to publish – this was expected imminently.</p>	
<p>8. Equality, Diversity & Inclusion Adviser</p>	
<p>EQIA Assessment – BM advised we currently have a rapid assessment in place and is reviewing when/if we need to put a fuller assessment in place. He will be expanding the current rapid assessment to enable candidates to write fuller written details. Will hope to bring a draft to the next meeting. KFL clarified that an EQIA should be carried out at the beginning of the policy/process.</p>	
<p>EDI Champions – BM advised that our EDI Champion Group has been on hold for some time but is looking to restart the Group with both existing and new members. Will co design the refreshed group with members and will bring the draft to this Team.</p>	
<p>The Quiet Room – There have been reports that some students have been using this as a study room so BM has updated the signage to reflect what can/cannot be done in these rooms. XM</p>	

Item	Action
<p>advised that Stirling University have a policy where students can use empty rooms and suggested we employ the same tactic. GW to consider adding this to his review.</p>	
<p>9. EDIT Members Updates – any other items not included elsewhere on the Agenda</p> <p>KFL requested that the Group bring agenda items to encourage more robust discussions. Will resend out the ToR and also review membership. Gender Equality Plan – KFL explained that this was initially written for a Mountain Studies bid (Horizon Project). There is now a requirement to complete this which we are linked into with UHI.</p> <p>KFL advised that the single policy on EDI has not been received from UHI yet and she will chase for a response as soon as possible as this will have an impact on us.</p>	<p>KFL</p>
<p>10. Feedback to EDICT</p> <p>SI asked that KFL raise the fact that we don't have an EDI policy as mentioned in item 9.</p>	
<p>11. AOCB</p> <ul style="list-style-type: none"> Brahan Lift – XM raised concerns with the length of time the lift is not going to be functionable for (March/April 2025) and stressed how unacceptable this is for both staff and students. Stated some students are not coming to class as they are unable to access classrooms. Suggested we look into which rooms can be used to re-home some classes in more accessible areas. GM advised that some disabled students classes have been requested to be rescheduled but has not heard back as yet whilst others have been relocated. All discussed the issues and how they are affecting students and staff. SI expressed frustration with the lack of communication re the lift being out of order when returning from the October Holidays, and the resulting confusion and additional workload caused to students and staff. Asked that a communication be sent out to those affected regarding the availability of the other lift in study area. XM raised concerns re semester 2 starting/returning students who might withdraw. KFL to look into cut off point for funding for semester 2 students. SI to raise the Lift issue at the Operational Group next week and ask for specific instances of people being affected by this have not been addressed. He will also remind the Group of the need for PEEPs to be created for some temporary injuries, pregnancies etc. XM asked for a communication to be issued to students to ask if they are struggling without the Lift, KFL will ask DL to send this out. GM will also include it 	<p>KFL</p> <p>SI</p> <p>KFL/DL</p>

Item	Action
<p>in the Student Services Newsletter reminding that they have access to PLSPs etc. All agreed a communication should go out to all staff re temporary injuries etc and the need to create/redo PEEPS. DS queried if, in future, the Lift is to be out of order for any length of time again whether it would be possible to use the emergency contact route that we use for bad weather closures etc to contact those affected. KFL will discuss this with DL.</p>	<p>GM</p> <p>IB</p> <p>KFL/DL</p>
<p>12. Date and time of next meetings:</p> <ul style="list-style-type: none"> • 27 February 2025 <p>All meetings are on Thursday, 09.30-11.30am, via Microsoft Teams VC.</p> <p>Meeting End: 10.41</p>	

Equality Diversity and Inclusion Team (EDIT)

Note of meeting held on Thursday 27.02.2025 09.30am, Room 019/Microsoft Teams VC

Present: Katy Lees (KFL), Director of HR & OD (Chair)
 Ben Myles (BM), EDI Advisor
 Ian Bow (IB), HS&W Adviser
 Gerald McLaughlin (GM), Student Services Manager
 Gavin Whigham (GW), Director of Estates
 Xander McDade (XM), HISA Perth President
 Scott Innes (SI), EIS-FELA Rep
 Lynn Murray (LM), Depute Principal, Operations
 David Gourley (DG), Director of Teaching, Learning and Quality Enhancement
 Alisdair Gilbert (AG), Project Manager, AST

Apologies: David Snowden (DS), Examination Manager, AST
 Winston Flynn (WF), UNISON Rep

Note Taker: Trudy Guthrie

Summary of Action Items

Ref	Action	Responsibility	Timeline
4.	<p>Matters Arising not included elsewhere on the Agenda/ Review of Actions from previous meeting</p> <p>Suicide Prevention - KFL asked the group what they wished to do with this guidance document. All discussed and agreed that GM should take the lead on a SLWG to discuss what and how we use this document. TG to add to the next EDIT agenda. GM to provide a list of suggested members of this group to be added to next PLG agenda.</p> <p>Proposed Changes to EDIT Membership - KFL had distributed ToR to group previously and asked for feedback. Only feedback came from XM who asked for student representation on this Group. All discussed and all agreed to include up to 4 Student Voice Reps supporting the HISA president. KFL to update the ToR, in particular change to the quorum and will liaise with XM.</p>	<p>TG</p> <p>GM</p> <p>KFL</p>	<p>Next Meeting</p> <p>Asap</p> <p>Asap</p>

MINUTES:

Item	Action
<p>1. Welcome & Apologies</p> <p>KFL welcomed all present.</p> <p>Apologies were noted and KFL welcomed new member Alisdair Gilbert to the meeting.</p>	
<p>2. Addition to the Agenda for AOCB</p> <ul style="list-style-type: none"> • None. 	
<p>3. Minutes of previous meeting</p> <p>The minutes of the EDIT meeting held on 21 November 2024 were approved as an accurate reflection of the discussions that had taken place.</p>	
<p>4. <u>Matters arising not included elsewhere on the agenda</u> / review of actions from previous meeting:</p> <p>BSL Action Plan – Now on website, KFL will check that it's linked to the EDI pages</p> <p>Gender Neutral Toilets – GW to circulate a location map of these this week.</p> <p>GW/IB to look into Accessible toilets access in particular the problem with the doors in the Webster toilet. – GW has looked into costs and will cost c. £7k, after discussions with Finance this will be added to the Estates action plan.</p> <p>Pushing forward Digital Accessibility in Bright Space and working with UHI to carry out an audit. KFL advised the results from JISC could also be fed into this. – DG advised the DTP/Reprographics review is being finalised and will revise this once the outcomes of the review have been noted. The current proposal is for DG and Fiona McConnell from Inverness to work together on this.</p> <p>KFL advised that the EDI Policy has been approved at UHI and will look to get it contextualised and then send to this group to review. Will look to send out before the next meeting.</p> <p>XM raised concerns about funding for semester 2 – KFL advised she was not aware of any issues with funding.</p> <p>Lift Issues - SI raised this at the Operational Group and brought IB into the conversation to speak about PEEPs - complete. KFL confirmed DL sent out an email and text service to all students re lift.</p>	

Item	Action
<p>5. British Sign Language – update</p> <p>GM stated there is no update from UHI however explained that locally are having challenges re funding for students needs in terms of interpreter support. This is a sector wide problem. Locally we have had an issue with class cancellations at short notice but the interpreters still need paid for these. We will be liable for these costs and they will not be repaid by SASS.</p>	
<p>6. Suicide Prevention</p> <p>GM stated he had been asked by the Mental Health and Counselling Manager at UHI to highlight this document. This is a guidance and reference document which will be useful when we are planning changes to the building and procurement processes. Discussed the change in language of the document from prevention of suicide to intervention and the importance of understanding the difference. GM will publish on our web pages. KFL asked the group what they wished to do with this guidance document. All discussed and agreed that GM should take the lead on a SLWG to discuss what and how we use this document. TG to add to the next EDIT agenda. GM to provide a list of suggested members of this group to be added to next PLG agenda.</p>	<p>TG</p> <p>GM</p>
<p>7. Proposed Changes to EDIT Membership</p> <p>KFL had distributed ToR to group previously and asked for feedback. Only feedback came from XM who asked for student representation on this Group. KFL asked all for their opinions. XM detailed his reasons for suggesting this including the dissolution of the Student Health and Wellbeing meetings. All discussed and all agreed to include up to 4 Student Voice Reps supporting the HISA president. KFL to update the ToR, in particular change to the quorum and will liaise with XM.</p>	<p>KFL</p>
<p>8. Trade Union Items</p> <p>None.</p>	
<p>9. Mainstreaming Report</p> <p>KFL explained the purpose of the Mainstreaming Report stating that we have a duty as a public body to complete this. The last one we completed was published in 2023 and was over 120 pages long. This is a statutory report and the deadline is the end of April to complete and publish the full report. There is also a statutory requirement to complete a Gender Pay report for the end of March 2025.</p> <p>BM shared the current report and explained that he still has final data which needs to be added and also needs to complete the design.</p>	

Item	Action
<p>To provide BM with additional data a survey was sent to all staff this week which is only live for 2 weeks so encouraged all to complete. XM asked for it to be extended past the HISA Election date. BM will review the end date closer to the time and will potentially extend deadline and will keep XM updated to see if we need more student voice if necessary.</p> <p>KFL advised we will circulate another version nearer the completion date for this group to review before submitting. KFL and LM thanked BM for the detail and work involved in creating this report. KFL advised some of the recommendations and action plans will come back to this group after the submission and will continue to work on the action plan going forward.</p>	
<p>10. Equality, Diversity & Inclusion Adviser</p> <p>No update.</p>	
<p>11. EDIT Members Updates – <i>any other items not included elsewhere on the Agenda</i></p> <p>No Updates.</p>	
<p>12. Feedback to EDICT</p> <p>None.</p>	
<p>13. AOCB</p> <ul style="list-style-type: none"> • 	
<p>14. Date and time of next meetings:</p> <ul style="list-style-type: none"> • 8 May 2025 <p>All meetings are on Thursday, 09.30-11.30am, via Microsoft Teams VC.</p> <p>Meeting End: 10.54</p>	

Perth Staff Group

Minute

Date and time: Thursday 28th November 2024, 3pm

Location: Room 019 and Microsoft Teams VC

Members present: Christine Paton (CP), Sarah Wilson (SW), Isobel Syme (IS), Susan Johnstone (SJ), Scott Innes (SI), Sarah-Jane Urquhart (SJU), Lisa Findlay (LF), Lesley Connaghan (LCO), Ian Bow (IB), Cindy Choquet (CC), Suzanne Miller (SM), Crawford Robson (CR), Becky Angus (BA), Kieran Thompson (KT)

In attendance: N/A

Apologies: Lynn Murray (LM), Ann Petrie (AP), Roanna Stewart (RS)

Chair: Katy Lees (KFL)

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 None.	
3. Minutes of previous meeting of 31st October 2024. The minutes were approved as a true and accurate record.	
4. KFL Update KFL proffered a special welcome to new members and made sure everyone had a copy of the ToR. KFL explained the remit of the Group in detail and stressed the need for members to nominate a deputy for meetings they are unable to attend.	

Item	Action
<p>5. Matters arising not included elsewhere on the agenda/review of actions from previous meetings:</p> <p>Staff Workload and Expectations – LM to raise these concerns with PLG - KFL advised this was discussed at PLG who asked members to discuss with their Teams.</p> <p>LM to discuss renewable energy windmill option with GW – KFL was not aware if this meeting had taken place but referred to the current campus planning projects.</p> <p>ALL to speak with Teams re closing windows etc to contribute to energy savings – KFL reiterated the need to continue giving this advice.</p> <p>Generic Emails – LM to contact DL to discuss if reception keep an upto date list of these. To be carried forward to next meeting.</p> <p>Email Etiquette – JW highlighted the use of Track Plan in Estates and suggested putting a pilot in place re user guidance and training staff in new systems. If this is successful, a similar pilot could be rolled out for email etiquette. JW to discuss with the Estates Team and LM to raise with GW. To be carried forward to next meeting.</p> <p>LF advised all resources associated with email etiquette are still available to view on PerthHub. LF added the link to the Chat for people to look through and bring back to discuss at next meeting.</p>	<p>LM</p> <p>LM</p> <p>JW LM</p> <p>LF</p>
<p>6. Health & Safety Update</p> <p>IB provided an update which included:</p> <ul style="list-style-type: none"> • Asked members to encourage their teams with any mobility issues (whether temporary or permanent issues) to complete Personal Emergency Evacuation Plan. • Detailed what was taking place with regards to the H & S Audit Programme focussing on the low and medium risk areas as the high risk areas were covered last year • 2025 Stress Survey will come out in January 2025 using the Health & Safety Executive Stress Indicator Tool • Sexual Harassment Risk Assessment discussion took place at the recent staff conference and KFL/IB will be meeting soon to progress this and also to look at what will be put in place around the Campus. • Asked for volunteers from within the Professional Services Depts to become First Aiders. Asked all to mention to their Teams and get in contact with IB/RF 	
<p>7. PSG Actions Summary from PLG on 19th November</p> <p>KFL provided an overview from PLG.</p>	

Item	Action
<p>8. Update on Transition</p> <p>LCO provided an update on the Transitions Project and advised a lot of work has started and will continue primarily around the Staff Voice. Stressed the importance of this Group being the vehicle for Staff Voice. LCO is in the process of handing over her work to ensure the priorities get carried forward. This will be done via a series of short life working groups and stressed the need to organise some kind of framework to capture the information around Staff Voice which this group was part of.</p>	
<p>9. SLT Key Matters Update</p> <p>KFL advised MC and the Chair of the Board attended the University Court this week to provide the Court with a better understanding of what we do within the UHI Perth. LCO suggested this was added to this week's bulletin.</p>	LCO
<p>10. Staff Conference</p> <p>LCO asked for feedback on the recent staff conference, in particular the 2 Fikas. The 3rd one is on Monday and will be asking for more feedback after this has taken place. Staff Conference: Positive feedback was received in relation to the tabletop scenarios. KFL stated she would like to do more of them for the next conference. All discussed positive and negative points of the conference including looking at the content of the video. All agreed clearer communication of the agenda items is needed going forward. Will change the format to start with speeches then take a coffee break/mingle before the breakout sessions, it was also suggested that there should be some specific team time to allow teams to catch up. KFL advised the outline for the next conference will be created before Christmas. KFL asked All to ask their teams if there are specific things they would like to see at future staff conferences whether that be table topics, or break-out sessions. All to feedback to KFL within next 2 weeks. LCO suggested an item regarding pensions to be added as she had received lots of enquiries about pensions. Asked for feedback within the next 2 weeks.</p>	ALL
<p>11. Random Acts of Kindness</p> <p>LCO raised this in line with us trying to improve the working situation for everyone. All discussed how we can improve our culture by including random acts of kindness and trying to incorporate this more into our working practices. All discussed 'paying forward'. There were concerns that if there is a formal process/campaign it could easily be perceived in a negative light – a lot of work would need to be done to avoid this, however there was a need to have some background information around this. All discussed options.</p>	
<p>12. AOCB</p>	

Item	Action
SI – Raised concerns with low levels of staff confidence regarding decision making on continuous improvement items and believes there is something culturally we need to do to build trust and confidence in staff.	
13. Date and Time of Next Meeting: 30 th January 2025	
14. Meeting ended at: 16.34	

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Perth Staff Group

Minute

Date and time:	Thursday 30 th January 2025, 3pm
Location:	Room 019 and Microsoft Teams VC
Members present:	Christine Paton (CP), Sarah Wilson (SW), Isobel Syme (IS), Susan Johnstone (SJ), Scott Innes (SI), Sarah-Jane Urquhart (SJU), Ian Bow (IB), Becky Angus (BA), Kieran Thompson (KT), June Wilson (JW), Steve Douglas (SD), Veronica McIldowie (VM)
In attendance:	N/A
Apologies:	Katy Lees (KFL), Lisa Findlay (LF), Cindy Choquet (CC), Emma Stewart (ES), Winston Flynn (WF), Suzanne Miller (SM), Rhona MacLuskey (RM)
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"> Health & Safety Update (IB) 	
3. Minutes of previous meeting of 28th November 2024. The minutes were approved as a true and accurate record.	
4. New Membership – backups if cannot attend Lynn asked everyone to make sure if they are unable to attend any meetings a depute is invited.	

Item	Action
<p>5. Matters arising <u>not included elsewhere on the agenda</u> / review of actions from previous meeting:</p> <p>Staff Workload and Expectations – LM to raise these concerns with PLG – LM confirmed she has raised this on different occasions and Directors are keenly aware of the demands on staff. LM advised that there will be a dedicated slot at a forthcoming PLG agenda to discuss how we can help reduce the pressures on staff and a PLG away day will focus on priorities for the organisation which should help address this issue. Another away day will focus on PLG working together, which is important as the new structure has been in place since the start of the academic year. SJU asked that the outcomes of these sessions are shared with all staff.</p> <p>LM to discuss renewable energy windmill option with GW. ALL to speak with Teams re closing windows etc to contribute to energy savings - 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.</p> <p>Generic Emails. LM to contact DL to discuss - LM explained this was more to do with distribution lists. LM spoke with DL who explained the process to set up distribution lists. The majority of lists reside with Reception and Student Services. SJU asked for them all to be put on PerthHub and sent an old list of distribution lists and owners. LM to investigate.</p> <p>Email Etiquette – SJU suggested the possibility of using Track Plan. SJU to discuss with Team and LM to raise with GW. 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.</p>	<p>JW</p> <p>LM</p> <p>LM</p>
<p>6. PSG Actions Summary from PLG on 28th January 2025</p> <p>LM advised there was nothing other than what had been discussed in item 5 and the group agreed.</p>	
<p>7. Health & Safety Update</p> <p>IB provided an update which included:</p> <ul style="list-style-type: none"> Reminded staff to complete the stress survey before it closes next week. All asked for results to be sent out sooner than last time. IB advised that the HSE are collating and analysing the results on our behalf so we can circulate the results sooner. Actions will be discussed at the June staff conference. 	

Item	Action
<ul style="list-style-type: none"> • The H & S audit programme will include medium and low risk areas and detailed what this entails • A reminder to all departments to complete risk assessments for both home and office working • Asked for volunteers from the Professional Services area to become First Aiders • LM asked for the Health & Safety item to be added to the top of the agenda for future meetings. 	
<p>8. Update on Transition</p> <p>LM advised LCO had previously been working on Transition and had created a Transitions plan which had now been transferred to specific Curriculum areas, as appropriate, to take forward. The plan also included improving Communication which SLT are taking forward.</p> <p>All discussed Staff Conferences and where decisions on programme content should sit. All agreed it would be beneficial to come to this Group. TG to add to next month's agenda to discuss and plan June's content. LM encouraged all to mingle with other colleagues during staff conferences.</p>	TG
<p>9. SLT Key Matters Update</p> <p>LM advised that some of the issues that SLT and the wider PLG are discussing have been covered already in this meeting. The Board approved a £1.2m deficit budget before Christmas, which the Scottish Funding Council is providing support for, but we must continue to look at options for increasing our income and reducing our costs to ensure financial sustainability.</p> <p>KT queried the perception of the Away Days. All discussed.</p>	
<p>10. New staff and student activity sessions are now launched and running</p> <p>CP wanted to share the good news that ASW has doubled the membership contribution since putting the prices up and are now doing really well. CP thanked all for their feedback which contributed to the changes being implemented. Gym membership is up 35% this year and the Climbing Wall is up 57%. Staff social sessions have worked very well and brought more people to the gym. LM thanked CP and her team for all their hard work to get these results.</p> <p>JW commented that the 2 weeks free membership was very positive and a great initiative which she hoped will be repeated.</p> <p>CP stated that Lyndsay Brown has created some new options for the Session 2 timetable and detailed these. To maintain the surge in attendance CP will increase Marketing.</p>	

Item	Action
<p>11. Staff Travel Survey</p> <p>JW provided details on this project which she is working on alongside KFL. It is a part of the Public Bodies Climate Change Duties reported to the Scottish Government. This includes working on statistics for percentage of staff home working/campus working and how staff commute to campus. JW would like to send out her questions to this group as a trial run before issuing to all staff. All agreed.</p>	
<p>12. AOCB</p> <p>SJU shared information from LF who wanted to highlight that the next Open Day will be held on 9th March in ASW.</p>	
<p>13. Date and Time of Next Meeting:</p> <p>27th February 2025</p>	
<p>14. Meeting ended at: 16.40</p>	

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FINANCE AND RESOURCES COMMITTEE

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