

Finance and Resources Committee

Agenda

Meeting reference: F&R2024-25/02

Date: Thursday 05 December 2024 at 5:00pm

Location: ASW Room 961

Purpose: Scheduled meeting

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

	Agenda Items	Author	Led by	Paper
1	Welcome and apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of a Conflict of Interest in any Agenda Item			
4	Minutes of the Meeting of the Finance & Resources Committee and Joint Meeting with Audit Committee held on 26 September 2024		Chair	Paper 1
5	Actions arising from previous minutes			
6	Strategy			
6.1	Financial Sustainability update		Principal	Verbal
7	Financial Performance & Budgets			
7.1	UHI Perth Group Annual Accounts 2023/24 - Update		Depute Principal (Operations)	Verbal
*7.2	Perth College Financial Update: Year to 31 October 2024	Director of Finance	Director of Finance	Paper 2
*7.3	UHI Perth Budget 2024/25 Update		Depute Principal (Operations)	Verbal
8	Estates			
8.1	Estates Update	Head of Estates	Head of Estates	Paper 3

9	Human Resources			
9.1	HR Update	Director of HR & Organisational Development	Director of HR & Organisational Development	Paper 4
10	Information Systems			
10.1	Digital Transformation Update	Director of Information Systems	Director of Information Systems	Paper 5
11	Committee Minutes (for noting by Committee)			
11.1	EDIT Committee <ul style="list-style-type: none"> 26 September 2024 			Paper 6a
11.2	JNC Committees <ul style="list-style-type: none"> 04 October 2024 (Lecturers) 			Paper 6b
11.3	Perth Staff Group <ul style="list-style-type: none"> 29 August 2024 27 September 2024 			Paper 6c Paper 6d
12	Date and Time of next meeting <ul style="list-style-type: none"> Wednesday 19 March 2025 		Clerk	
*13	Review of Meeting (Committee to check against the Terms of Reference to ensure all competent business has been covered)			Paper 7

Finance & Resources Committee

DRAFT Minutes

Meeting reference: F&R2024-25/01

Date: Thursday 26 September 2024

Location: Boardroom (Braham Room 019)

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)
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: Lynn Murray, Vice Principal (Operations)

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.	Welcome and Apologies Chair welcomed everyone to the meeting and noted apologies.	
2.	Additions to the Agenda None. Board Member requested that a list of acronyms commonly used in Finance & Resources papers be provided.	Clerk
3.	Declaration of Conflict of Interest in any Agenda Item No conflicts were declared.	
4.	Minutes of Meeting of Finance & Resources Committee, 07 March 2024 The minutes were approved as a true and accurate record of the meeting.	
5.	Matters Arising from previous minutes Chair noted that items with Matters Arising were either concluded or included on the Agenda.	
6.	Financial Sustainability Update Principal provided a verbal update on the Financial Sustainability project, noting that a significant number of staff departures had taken place, however there were still a number of individual targeted consultation exercises that were still to be finalised. Overall, the process remained on track for conclusion by the target timescale. Principal further noted that a number of savings around non-staff costs are being looked at. Principal advised that HE numbers were less than had been targeted, which was a position replicated across UHI. Work requires to be done collectively across the partnership to make UHI courses a more attractive proposition. Board Member queried whether staff savings focus still remained VS. Principal responded that this was still the case, and authorisation would be required should alternative routes be required.	

<p>7.1</p>	<p>Perth College Financial Update: Year to 31 July 2024</p> <p>Director of Finance presented Paper 2 noting the final out-turn for the year of a deficit of £1.7m, which was slightly less than the Mid-Year Forecast had predicted.</p> <p>Director of Finance highlighted the AST deficit, noting that the AST Board were monitoring the situation via monthly reviews, and the deficit recorded in the Nursery.</p> <p>Director of Finance advised that there was not as much analysis within the paper as would have been preferred, due to resource issues in Finance, particularly given size of the deficit in Overheads. Director of Finance will be reviewing these figures and will provide analysis and commentary in due course.</p> <p>Chair queried when the external audit was planned for the 2023/24 accounts. Director of Finance advised that the External Auditors were due to start in mid-October and scheduled to be complete by end December.</p> <p>Student Board Member suggested that it would be useful to see a 3-year projection for AST. Chair agreed that a solution needed to be found, however AST's biggest challenge is that it is undercapitalised, and the loss of large customer has proved to be a major issue; the AST Board views the business as viable due to global demand, but the business needs time to refocus and AST Board is looking at ways in which change can be delivered. Principal noted that, as a public body, UHI Perth cannot subsidise AST as rules do not allow for this to happen.</p> <p>Chair requested an update regarding the current situation around pay awards. Director of Finance advised that the teaching staff back-pay was due to be paid in the October salary run, totalling around £1.6m. Chair queried whether progress had been made re UHI assistance to manage cashflow. Director of Finance confirmed that the UHI Director of Finance had seen the outline budget and discussions were ongoing. Principal advised that UHI EO were supportive of an additional drawdown in this matter, however the form and conditions need to be agreed.</p> <p>Committee noted Paper 2.</p>	<p>Director of Finance</p>
<p>7.2</p>	<p>UHI Perth Draft Budget 2024/25</p> <p>Director of Finance presented Paper 3, highlighting that the Budget for 2024/25 shows a deficit of £1.2m.</p> <p>Director of Finance advised that budget holders were still reviewing non-staff costs, and a timetable audit was being conducted at the moment to provide additional data, however the budget was based</p>	

on a shortfall of 260 FTE HE students and latest confirmed numbers had reduced this shortfall to 215 FTE which would reduce deficit by approx. £200k. Moreover, the Budget had not been adjusted for additional part-time students and those enrolling in the January intake.

Board Member noted that the recently agreed savings plans on Financial Sustainability were based on sustaining student numbers and what is presented in student numbers doesn't back this up. Director of Finance advised that the modelling was based on flat student numbers and the premise of the savings plan was that £2.2m could be achieved without impacting materially on student numbers.

Board Member queried whether sums still worked based on the numbers reflected in the Budget as this already shows a significant differentiation based on a plan approved just a few weeks ago. Principal noted that recovery from pre-Covid numbers hasn't been forthcoming as quickly as expected, and there is a need to look at flexibility within contracts without undermining core staff provision.

Chair expressed concern that there is no break-even Budget presented despite having already taken significant savings out of the organisation. Principal advised that the final iteration of the Budget would come to the Board in October and there is still some movement to be expected in student numbers.

Board Member queried why there had been no corresponding increase in recruitment since the national picture around student numbers was increasing. Depute Principal (Academic) noted that there were a variety of reasons for this, including the lowering of entry qualification requirements at other, more traditional universities.

Chair noted that UHI Perth hasn't hit HE targets since 2021 and is trending around 1500-1600 since then and there appears to be no reason to think this position is likely to change soon. If UHI Perth is a 1500 HE college then it needs to be set up in this way and allow this to be the norm.

Board Member suggested that there needs to be financial realism on this issue, and budgets should be produced according to "must achieve" rather than "would like to achieve". Depute Principal (Academic) noted that we need to retain a of quality of staff to achieve retention of student numbers.

Board Member queried at what point the cut-off for funding falls. Depute Principal (Academic) advised that this falls around 4-6 weeks into term. Board Member further queried whether rates of attrition were taken into account. Depute Principal (Academic) confirmed these were include in Budget.

	<p>Board Member asked whether the marketing message had changed alongside students being targeted. Depute Principal (Academic) noted that this needs to be looked at, alongside other factors.</p> <p>Board Member queried the lag time for new courses. Principal advised that, while new courses aren't always the right answer, the reality is there is a lag time based around UCAS applications dates in January therefore there is still time to amend if required.</p> <p>Student Board Member queried what emergency financial controls can be put in place for non-essential items. Principal noted that discussions had taken place at SLT around managing the budget position, and this would include items such as recruitment freezes.</p> <p>Chair summarised that the key issue was the current cost base is not viable on projected income levels. Board had requested a breakeven position, but this hadn't yet been delivered, and requested that SLT come up with a plan to address this by the Board Meeting in October. This course of action was AGREED.</p>	SLT
8.1	<p>AST Budget & Business Plan 2024/25</p> <p>Chair introduced Paper 4, noting that the key issues and actions had been comprehensively discussed under Item 7.1.</p> <p>Committee approved Paper 4.</p>	
9.1	<p>Environmental Sustainability Report</p> <p>Director of Estates presented Paper 5, summarising the "Lean To Green" initiative that had been undertaken to identify both financial and space savings across campus. This had resulted in an number of proposed and enacted changes, eg the changes to college opening hours.</p> <p>Director of Estates highlighted the key actions for improved sustainability, including completion of feasibility studies on building usage; national waste contracts being concluded soon; and increasing the recycling tonnage.</p> <p>Board Member queried whether specific targets were to be identified in relation CO2. Director of Estates clarified that the KPI in this area was a 10% reduction, which would be hard to achieve without some capital investment, particularly as grant funding becomes more difficult to source.</p> <p>Board Member suggested that payback period information linked to financial investment might be useful, before querying timelines. Director of Estates advised that actions would take at least a year to be delivered due to effects of Masterplan work around efficiency</p>	

	<p>and insulation being undertaken first.</p> <p>Committee noted Paper 5.</p>	
9.2	<p>Estates Update</p> <p>Committee noted Paper 6.</p>	
10.	<p>HR Update</p> <p>Director of HR presented Paper 7, highlighting the recruitment of a new EDI Adviser, and that the proposed cross-partner HR & Payroll system had been shelved due to lack of engagement from other parties.</p> <p>Board Member queried whether contracting out of these functions would be an option. Director of HR advised that this option was looked at within the scoping process but rejected for a number of factors. Board Member advised that it would be possible to outsource the software only. Director of HR noted that all contract options would need re-explored given collapse of proposed joint venture.</p> <p>Chair asked what risks the current system posed. Director of HR advised that Payroll was very labour-intensive and posed a cyber risk; the HR side of the current system is effectively a number of systems linked together and requires a high level of manual input.</p> <p>Student Board Member queried whether there may be other potential partners outside the UHI partnership, such as other colleges or the wider public sector. Director of HR noted that there would be data protection elements to consider, however even with these resolved it would be challenging across or out-with the sector to pull a project of this nature together.</p> <p>Chair requested update on plans to address long-term sickness issues identified in the report. Director of HR advised that there were certain illnesses affecting the current levels of long-term sickness reported which may make this challenging.</p> <p>Committee noted Paper 7.</p>	
11.	<p>Digital Transformation Update</p> <p>Director of ICT presented Paper 8, highlighting that there was still a fair amount of work required around our cultures, and attention is required on key areas such ensuring that students leave college digitally literate.</p> <p>Chair queried what efficiencies the college is likely to miss if cultural/investment requirements aren't met, and whether any</p>	

	<p>cost/benefit analysis had been conducted in this area. Director of ICT responded that printed learning materials as one area that is being addressed via an audit process, and JISC are looking to research out VLE to compare with the sector. The process is to review digital skills then implement progressive plans to bring up the base line.</p> <p>Student Board Member queried whether there was sufficient involvement of academics in the standardisation of teaching rooms. Director of ICT confirmed that the current standards were agreed as a collaborative exercise.</p> <p>Committee noted Paper 8.</p>	
12.	<p>Committee Meetings</p> <p>The following Committee minutes were presented for information and noted:</p> <ul style="list-style-type: none"> • EDIT Committee, 14 December 2023 • EDIT Committee, 14 March 2024 • Joint Negotiating Committee, 21 March 2024 • Perth Staff Group, 28 March 2024 	
13.	<p>Date & Time of Next Meeting</p> <ul style="list-style-type: none"> • Thursday 05 December 2024 	
14.	<p>Review of Meeting</p> <p>Committee confirmed that the meeting had been conducted in line with its Terms of Reference.</p>	

Joint Meeting of Finance & Resources and Audit Committees

DRAFT Minutes

Meeting reference: F&R/Audit 2024-25/01

Date: Thursday 26 September 2024

Location: Boardroom (Braham Room 019)

Members present: Graham Watson, Chair Finance & Resources Committee
Derek Waugh, Chair Audit Committee
Mary Fraser, Board Member
Jenni Harrison, Board Member
Chris Lusk, Board Member
Elaine Piggot, Board Member
Ian Robotham, Board Member
Patrick O'Donnel, Staff Board Member
Andy Garrity, Student Board Member
Xander McDade, Student Board Member
Margaret Cook, Principal

In attendance: Lorenz Cairns, Depute Principal (Academic)
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
Thomas Rotherham, Deloitte's, External Auditor

Apologies: Debbie McIlwraith Cameron, Board Member
Alistair Wylie, Board Member
Lynn Murray, Vice Principal (Operations)

Chair: **Graham Watson**

Minute Taker: Ian McCartney

Quorum: 7

Minutes

Item		Action
15.	<p>Draft UHI Perth Group Report & Financial Statements for the Year Ended 31 July 2023</p> <p>Chair F&R welcomed everyone members of Audit Committee to the meeting.</p> <p>Director of Finance introduced Paper 11 and requested comments and feedback.</p> <p>Chair F&R noted that the Report did not appear to reference the delay in the accounts being produced. Director of Finance confirmed that an apology had been received from the Lead Partner of Deloitte's and that this can be included should Board wish it to be. Chair F&R confirmed that this should be included, probably within the Principal's Report section.</p> <p>Chair F&R noted that assurance would be required around Going Concern. Committee was advised that comfort had previously been sought from SFC in this regard, with a letter being received; in addition, SFC had been involved in the review of the UHI Operating Model, therefore there is no evidence to the contrary that would require inclusion in the Report.</p> <p>Chair Audit queried whether, as the "bottoming out" of student numbers noted on page 4 had been achieved post-closure, would this section need reviewed. The same applied to National Bargaining agreements. Management AGREED and would update.</p> <p>Clerk advised that post-closure appointments and resignations to the Board of Management would also require to be update. It was suggested that these perhaps be added within an appendix.</p> <p>A formatting issue around comment boxes was also noted and would be corrected.</p> <p>Subject to the above amendments, Paper 11 was ENDORSED for approval by the Board Of Management.</p>	<p>Director of Finance</p> <p>Director of Finance</p> <p>Clerk</p> <p>Director of Finance</p>
16.	<p>Draft External Audit Annual Report 2022-23</p> <p>External Auditor presented Paper 12, highlighting the Key Messages outlined on Page 3, the approach to Material Adjustments on Page 8 and the Control Findings outlined on Pages 16 & 17.</p> <p>Board Member requested that a list of acronyms commonly used in Finance & Resources papers be provided.</p>	

	<p>Chair F&R queried whether the Uncorrected Misstatements outlined required to be corrected prior to sign-off. External Auditor advised that it would be preferred if these could be corrected, but they were not material so an unqualified opinion could still be issued if time didn't permit.</p> <p>Chair F&R queried the nature of the £150k Bad Debt with the Council. Principal advised that this would be investigated and reported back.</p> <p>Chair F&R queried the Letter of Representation, noting the reference to "I" (ie Chair of Board), rather than "We" (ie the Board of Management). External Auditor agreed to change this wording as it relates whether the Board are satisfied around the regularity of transactions.</p> <p>Subject to the above amendments, Paper 12 was ENDORSED for approval by the Board Of Management.</p>	<p>Principal</p> <p>External Auditor</p>
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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** ☒

Finance & Resources Committee 5 December 2024**Paper 2****Management Accounts for 3 months to 31 October 2024**

The table below shows the YTD actuals compared to YTD Budget, with budget pro-rated for the 3 months. We have not had capacity to produce the standard Management Book with analysis by department, however, our intention is to produce this level of detail for Board on 18 December

Please note:

Income – main grant income has been pro-rated for the quarter with other income streams either matched to spend (eg Student Support) or actualised (eg Catering, Residences, ASW).

Staff Costs – these are actual for the 3 months with contracts/timesheet and VS and Pension Strain shown separately.

Non-Staff Costs – these are actual, however, remain subject to further review and analysis when full management accounts are presented.

Key Points

Staff costs - £0.3m favourable driven by strong vacancy management and delayed recruitment where possible.

VS & Pension Strain - £0.3m adverse driven by the timing of the costs against a pro-rated budget.

ICT - £0.2m adverse largely driven by the budget being flat phased. We remain committed to meeting our budget on ICT, however, would re-iterate the inherent risk of the majority of the estate being on 'Break-Fix' and only limited contingency.

Finance Costs - £0.1m adverse. This requires further analysis to establish the main elements of this cost and will be presented as part of the full Management Accounts for Board.

	Draft Budget 24/25	YID Budget 24/25	YID Actual 24/25	Variance
Income	£'000	£'000	£'000	£'000
Academic				
FE Teaching Grant	8,487	2,122	2,122	0
Student Support	2,340	585	389	(197)
SFC/RSB Grants	874	219	240	21
HE Teaching Grant	6,676	1,669	1,669	0
Tuition Fees	2,980	745	675	(70)
SDS Contracts	535	134	32	(102)
	21,893	5,473	5,126	(347)
Commercial				
Catering/Residences	1,080	270	267	(4)
Other Income	1,639	410	197	(213)
ASW	700	175	172	(4)
	3,420	855	635	(220)
Non Govt Grants	0	0	44	44
Total College Income	25,313	6,328	5,804	(524)
Staff Costs	16,944	4,236	3,901	335
Contracts & Timesheet	1,101	275	184	91
VS & Pension Strain	823	206	533	(327)
Total College Staff Costs	18,868	4,717	4,617	100
Travel & Subsistence	221	55	23	32
Training & Other staff costs	153	38	39	(1)
Course costs & exam fees	1,413	353	259	94
Supplies & Services	262	65	64	2
ICT	765	191	427	(235)
Property costs	1,911	478	485	(7)
Legal & Admin	571	143	246	(104)
Bursary costs	2,340	585	389	197
Finance costs	98	24	176	(151)
Total College Non-Staff costs	7,733	1,933	2,107	(174)
Net Surplus (Deficit)	(1,288)	(322)	(920)	(598)

Committee Cover Sheet

Paper No. 3

Name of Committee	Finance and Resource
Subject	Estates report
Date of Committee meeting	05/12/2024
Author	Gavin Whigham
Date paper prepared	21/11/2024
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	<p>Click or tap here to enter text. We continued work to the roof in Brahan rerouting cables to allow for larger roof repair works which begin in Sept. This went well although a few minor delays with the weather. The roof, so far, has been watertight and will allow for the ceiling tiles to be replaced. The Trackplan FM project has now gone live in mid November. This phase 1 launch allows customers to report and follow repairs far easier, while giving the Estates department a wider view of what is happening across the campus. Further phases including planned preventative maintenance and asset management will be coming early in 2025. We continue to monitor Torq vision which highlights areas for additional cleaning and where we can reduce our checks. The new post of Senior Cleaner has been appointed and has already begun making a difference to the cleaning schedules, showing a higher standard of cleaning and restocking of materials quicker. Unfortunately, again, the plumber appointment did not work out with this successful candidate choosing to remain in their existing company. We will revisit this recruitment in the new year.</p>
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	n/a
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement

Committee Cover Sheet

	<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
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	No If yes, please give details: Click or tap here to enter text.

Committee Cover Sheet

its effect on other communities (including other island communities)?	
Status (ie confidential or non-confidential)	Non-Confidential If a paper needs to remain confidential for a prescribed period of time before being made 'open', please advise how long must the paper be withheld: Click or tap here to enter text.

Freedom of Information

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

Please select a justification from the list, below:

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

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

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

and

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

UHI Perth Estates Report**Dec 2024****Exec Summary**

We continued work to the roof in Brahan rerouting cables to allow for larger roof repair works which began in Sept. This went well although a few minor delays with the weather. The roof, so far, has been watertight and will allow for the ceiling tiles to be replaced. The Trackplan FM project has now gone live in mid November. This phase 1 launch allows customers to report and follow repairs far easier, while giving the Estates department a wider view of what is happening across the campus. Further phases including planned preventative maintenance and asset management will be coming early in 2025. We continue to monitor Torq vision which highlights areas for additional cleaning and where we can reduce our checks. The new post of Senior Cleaner has been appointed and has already begun making a difference to the cleaning schedules, showing a higher standard of cleaning and restocking of materials quicker. Unfortunately, again, the plumber appointment did not work out with this successful candidate choosing to remain in their existing company. We will revisit this recruitment in the new year.

Reactive repairs

The team have been undergoing training on the new system, this has included familiarity with the mobile devices and customer care. This hasn't been without its problems however the spirit which the team have shown to adopt the new technology is to be greatly appreciated.

Once Trackplan CAFM a few months data processed the reactive maintenance will become easier to report on including by priority. System driven reports should be ready for the end of 2024.

Some of the larger spend items we have had to replace since September have included:

- Large scale roof repairs and cable re-routing on the Brahan building
- 2 heat exchangers on the Brahan boilers
- Replacement air conditioning unit on the server room within Brahan.
- Ordering a replacement Lift, delivery expected March/April 2025

These 4 repairs have all been unexpected and are estimated to total over £160,000. This will make the rest of the year very tight to meet budget and any new works will have to be measured against H&S and operational priorities. To confirm, servicing and planned preventative maintenance of the campus is approx. £500-550K per year which only leaves £200,000 of the grant for emergencies or improvements.

Projects update

We have begun an estates review with senior staff, breaking us into teams to look at the following areas of the campus.

- The long term needs of the Curriculum
- Review the current use of the campus
- Reviewing and long term planning for the way we work, face to face, hybrid, remote etc
- The future needs of the IT infrastructure
- Financial and environmental sustainability and buildings infrastructure challenges.

These groups are being encouraged to engage with all stakeholders and users of the campus and get as much feedback as possible. Once the data is collected it can then be used to give direction and priorities to the estates strategy.

Environmental Sustainability

This is continuing to be monitored. Our full carbon report is due late November to coincide with the national reporting deadlines.

We have begun forming a team of “Green Champions” so far we have 16 volunteers from nearly every area of the college. They have been working together on ideas on how to integrate sustainable thinking into their daily work lives, we had a stall at the November staff conference highlighting waste and how we are working with our catering providers to reduce this waste. This may include events such as meat free Mondays or walking the final mile to the campus to reduce car travel. These events will be voluntary however would be great to get the conversation started.

Aramark have introduced a new bring your own cup discount, where every 5th refill of your own cup is free, not bringing your own cup the coffee is 15p more expensive and only every 9th purchase of a hot drink is free. This is being advertised in the Costa coffee outlets. They have also removed glass bottles from sale in our outlets to assist us with our recycling costs.

Utilities

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

Sub-contractor review

No issues to report with the new suppliers.

Expectations for the upcoming quarter

With winter here we will be concentrating on keeping the campus safe for its users, this includes gritting and leaf blowing. We will also be continuing the development of the trackplan software and its roll out.

One exciting project that we will be working on prior to Christmas is a wild flower meadow. This is a project in conjunction with Butterfly conservation who have been on site to assess areas of the campus for wildflower seeding. First up will be a strip of planting alongside the main Brahan carpark. Between the main stairs and the path from Webster to Brahan. The seeds and plants have been donated by Butterfly Conservation and the Horticultural staff and students will assist with preparation of the ground and the sowing of the seeds and planting the flowers. If this is able to be completed this winter it should be a beautiful butterfly rich splash of colour to welcome visitors by the summer of 2025. We are also working with suppliers to hopefully support planting in other areas of the campus. Not only do these projects increase biodiversity and colour they also reduce maintenance.

Committee Cover Sheet

Paper No. 4

Name of Committee	Finance and Resources Committee
Subject	HR Update
Date of Committee meeting	05/12/2024
Author	Katy Lees, Director of HR and Organisational Development
Date paper prepared	26/11/2024
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Update on HR activity over the last couple of months
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	
Action requested	<input checked="" type="checkbox"/> For information <input checked="" type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)
Strategic Impact Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership: Strategic-Plan-2022-27.pdf If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.	Click or tap here to enter text.

Committee Cover Sheet

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>No – for information</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk?</p> <p>If yes, please provide details.</p>	<p>Yes</p> <p>Click or tap here to enter text.</p>
<p>Equality & Diversity</p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Data Protection</p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>
<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

Finance and Resources Committee HR&OD Update

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

Date: 29 November 2024

National Job Evaluation Scheme

No further update

Trade Unions

UNISON - In November 2024 the College received an email from the UNISON regional organiser advising that the UNISON Scotland Further Education branch had been placed under regional supervision. This meant that the Branch Officers had been returned to their home College and were no longer eligible for Branch facility time and all contact with Unison should now go to the UNISON regional staff only.

We are now working collaboratively with the UNISON regional staff.

Our local TU officers have taken the step of going on strike from TU activity until a number of demands have been met, they continue to work on ongoing cases but are not taking on new casework, nor attend meetings as UNISON representatives etc.

This has not had a significant impact on UHI Perth at this stage.

EIS-FELA – Work continues with EIS-FELA and we have just signed an updated Local Recognition and Procedure Agreement.

Employee Relations

The College has no Employment Tribunal claims.

Voluntary Severance

There is no open VS window at the current time

Financial Sustainability Project

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

Equality and Diversity

The main focus in this area for the EDI Advisor is the development of our Mainstreaming report which must be published by the end of April 2025.

The SFC have on the 26 November 2024 released their guidance of National Equality outcome Data and Report so we will start to work through this to allow us to assess which of the 17 National Equality Outcomes UHI Perth will look to address. We are required to accept a minimum of 2, but the evidence base will guide us initially followed by student and staff consultation which is likely to take place in January/February 2024.

The Worker Protection Act came into force in October 2024, and the College is now working through its requirements to put in measures to prevent Sexual Harassment. A required risk assessment has been drafted and consultation took place with a number of staff at the Staff Conference event on the 15 November 2024. This is being progressed further, along with the required training and other actions.

Sickness Absence

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

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 – October 2024)	
	Short Term - Total Sick Days	Long Term - Total Sick Days	Short Term - Total Sick Days	Long Term - Total Sick Days
Management	36.5	0	31	5
Support	883.5	736	202.5	105
Academic	562.5	744	105	80
Total	1482.5	1480	338.5	190

The figures shown for the first quarter for 2024/25 show that management staff have nearly exceeded the level of sickness absence seen for the full 2023/24. This related to 4 periods of absence for 4 different members of staff one of which then became long term sickness absence (once 20 days sickness absence has been realised). All 4 members of staff have returned to work. For Support and Academic staff the levels of absence seen are comparable to 2023/24.

Stress Survey

We are now in the process of preparing for our next Stress Survey to take place in January 2025 using the HSE Stress Survey Tool.

Staff Survey

Early discussions are taking place about the next Staff Survey to take place around March/April 2025.

Health Surveillance

11 members of staff have been through Health surveillance since August 2024, 8 for Audiometry and 3 for Spirometry. Further dates are already in the diary for 2025.

Professional Reviews

Professional Review completion for 2023/24 was 60%, which was directly linked to the Financial Sustainability project. For 2024/25 Professional Reviews for staff will be taking place between the 14 October 2024 and the 17 January 2025. Training has been run for Managers and staff on the process and paperwork, and this took place from 14 October 2024. For the Perth Leadership Group and the SLT a 360° review system has also run and the output of this has been shared with the relevant line manager and will feed into professional reviews. is also being put in place to take place before this group have their full appraisals, this is being run by an external company (Social Optic).

HR and Payroll System

With the collaborative project no longer progressing we are now looking at how we can work with our current system to make some improvements and efficiencies. One of the main challenges is CIPHR is not an integrated system, so each module is a separate system and at the current time there is little or no communication between the systems. We have however agreed to continue to work in parallel with UHI Inverness to try and ensure that

where possible we have commonality with their installation of CIPHR so that if in the future there is a decision to progress with a shared system that UHI Perth and UHI Inverness will be in a stronger position to move forward.

Organisation Development

The focus in this area has been on complaints handling. We are investing in all SLT, PLG and Sector Managers to undertake the SPSO Complaints Handling Training at Stage 1 (45 minute online training) followed by the Stage 2 training (5 hour training delivered by SPSO).

Procurement

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

- We have started early discussions about putting in place a new contract for staff surveys/360 degree reviews.

Committee Cover Sheet

Paper No. 5

Name of Committee	Finance & Resources
Subject	UHI Perth Board – Digital Transformation
Date of Committee meeting	05/12/2024
Author	Jill Martin
Date paper prepared	22/11/2024
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Update paper on Digital Transformation project 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 and Ambition, Digital Transformation is Strategic Objective 5. “We will improve the digital capability of all our staff. This will positively impact on their resilience and the sustainability of our college.”

Committee Cover Sheet

Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	Yes
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? If yes, please provide details.	Yes The current institutional financial challenges do pose a risk to the successful implementation of our institutional digital transformation goals and aspirations.
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 Click or tap here to enter text.
Status (ie confidential or non-confidential)	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: * 1 year or until negotiations concluded

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:

Committee Cover Sheet

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 organization.	<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] The negotiations with Tribal are being coordinated across the sector by representative bodies, the publication of this could influence those negotiations.	<input checked="" type="checkbox"/>

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

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and

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

Committee Cover Sheet

Digital Transformation

A successful digital transformation within UHI Perth involves the integration of digital technology into all aspects of the institution's operations, learning, and governance, fundamentally changing how the institution delivers education, engages students, and operates. It is not just about adopting new technologies but also about driving cultural, organizational, and operational change to improve efficiency, innovation and the educational experience.

Sustainability:

The utilisation of our Laptop Lockers, specifically in Brahan is showing full capacity *mid-week*, especially a Tuesday, this supports data from a recent room utilisation audit recently undertaken by the Director of Student Services.

Action: We need to utilise our digital and physical footprint smarter to maximise the investment already made in digital.

Culture

To create a culture supporting digital confidence and competence which inspires courage and stimulates innovation.

The 0.5 FTE Digital Support Officer and Library Staff now report to Director of IS, to ensure that we are moving Digital strategy forward as a unified team, we have recruited for the only full-time position in the library, but the candidate is re-locating so it will be 2025 before they are in post. This will hopefully bring some stability after a turbulent year.

The library and learning centre space has been re-arranged to encourage more communication, social space and student interaction this space is opened up into Costa now and students are regularly seen playing board games over a coffee and using the power bank devices we have distributed on tables to allow learners to charge their personal digital devices.

All academic resources and further study space is available on the second floor along with self service capabilities for loans if the area is unmanned.

A survey questionnaire has been issued to assess the feedback and we await the results with an open mind to an agile response.

We invited colleagues from JISC (Joint Information Systems Committee) to undertake an Independent VLE (Virtual Learning Environment) review for us. The scope of the review was to assess our utilisation of the VLE, the culture around its value and our accessibility compliance.

A selection of staff and students from the HE & FE sectors were invited to face to face focus groups. The, the report was presented to the Perth Leadership Team on 21st November.

In summary, the report identified some areas that were highlighted as sector leading innovative use of a VLE, this affords us an opportunity to showcase best practise with the wider academic community. We have some adoption inconsistencies and now have actions to prioritise and implement based on the recommendations, identifying any barriers to staff engagement by using an approach such as SMOKE (action mapping – Skills, Motivation, Knowledge, Environment).

Committee Cover Sheet

This was a joint initiative between the Director of IS and the Director of Teaching, Learning and Quality Enhancement and an action plan will be drawn up jointly with our Academic Directors once they receive the full report.

Continual Improvement training was delivered at the all-staff conference day, and action points taken forward from staff engagement.

Service

UHI Perth has completed its move over to cloud telephony enabling UHI to operate our telephone system via our Janet internet connection. This unified communications as a service (UCaaS), is managed and hosted by a third-party affording us more agility for business continuity.

Secure cloud accessible data storage is an ongoing challenge as Microsoft is introducing education data storage caps to the educational sector, mailboxes are reduced to 15GB and guidance for managing mail will be provided to staff at the start of the term.

SITS (Strategic Information Technology Services) Student Records System provided by Tribal is a Student Admission and management system used by the vast majority of HE institutions in the UK. Tribal has recently proposed a change to their operating model, pushing a Full-Service Cloud hosted model, as opposed to our current on-premise support. Tribal is looking to migrate customers to a cloud hosted environment within the next five years.

The Tribal strategy is to convert customers to a Full-Service model, under which there is the *promise* of improved service and the chance to optimise SITS.

APUC and UCISA are negotiating with Tribal as current proposals seen across the sector involves a significant price uplift and a staged plan to migrate to the Cloud.

While the UHI contract renewal is not due in the next financial year it should be noted that sector colleagues are reporting the proposed staged price increases of up to 300% over a three-year period.

UHI Perth APUC Colleagues have fully migrated to the existing Service Management Tool to provide users with transparency, clarity and continuity of service management to UHI Perth.

UHI Perth Estates have gone live now with a dedicated CAFM & Facilities Management Software solution which affords them the ability to manage, schedule and control their reactive and planned preventative maintenance and assets.

Automation of Administrative Tasks and Data-Driven Decision-Making.

The ability to move UHI data across the wider institution, transform and automate tasks to enhance quality, increase efficiency, derive actionable insights and reduce costs is required.

The use of API's (Application Programming Interface), AI (Artificial Intelligence), BPA (Business Process Automation) and Data Analytics to facilitate Data integration and automation would help us to work more efficiently, save time and reduce errors thus enabling UHI Perth to efficiently link and synchronize data across various applications, optimize operations, empower informed decision-making.

The vacant post of a Business Systems Developer remains open, it is a sought-after skill set within the sector.

Committee Cover Sheet

Educational experience.

We have 6 fully hybrid meeting room spaces now across the campus, utilising the latest smart board technologies, using MS teams for high quality integrated meeting room facilities. This allows student inclusion regardless of geographical location and of course facilitates potential growth in student numbers.

Digital teaching facilities are increasingly being adopted to enrich the student and staff experience, UHI Perth has 116 Teaching Rooms, 43 Teaching Rooms require upgraded, no progress will be made on this in the current financial year due to budget constraints, however I draw the Boards attention to the point noted under sustainability about using our estate better to maximise the digital resources we do have.

Equality Diversity and Inclusion Team (EDIT)**Paper 6a****Note of meeting held on Thursday 25.09.2024 09.30am, Room 019/Microsoft Teams VC**

Present: Katy Lees (KFL), Head of HR & OD (Chair)
 Ben Myles (BM), EDI Advisor
 Ian Bow (IB), HS&W Adviser
 Winston Flynn (WF), UNISON Rep
 Gerald McLaughlin (GM), Student Services Manager
 Gavin Whigham (GW), Director of Estates
 Xander McDade (XM), HISA Perth President
 Scott Innes (SI), EIS/FELA Rep

Apologies: Lynn Murray (LM), Depute Principal, Operations
 Lesley Connaghan (LCO), Transition Lead
 David Snowden (DS), Examination Manager, AST
 David Gourley (DG), Director of Teaching, Learning and Quality Enhancement
 Andi Garrity (AG), HISA Vice President

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>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.</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.</p> <p>GW shared a document highlighting toilet usage and invited BM to meet to discuss how</p>	<p>GW</p> <p>KFL</p> <p>IB</p> <p>GW</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

<p>best to use these results to improve our services.</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. British Sign Language – update GM to add BSL Information Document to PerthHub</p>	<p>GM</p>	<p>ASAP</p>

MINUTES:

Item	Action
<p>1. Welcome & Apologies</p> <p>KFL welcomed all present. KFL also specifically welcomed Ben Myles to the group in his new role as the UHI Perth EDI Advisor</p> <p>Apologies were noted.</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 14 March 2024 were approved as an accurate reflection of the discussions that had taken place.</p>	
<p>4. Matters arising <u>not included elsewhere on the agenda</u> / review of actions from previous meeting:</p> <p>SW and GW to meet to discuss the urgent need for Gender Neutral toilets. FS /IB/ GW/ SW to produce a communication for staff on how to advise students where and what toilets are available. GW to take this forward and update a campus map with the details and circulate to all. GW advised he is currently in the process of applying for Accessibility Funding from the Scottish Government. KFL to add the updated information to PerthHub once received and send out a news item highlighting the toilet locations on a map.</p>	<p>GW</p> <p>KFL</p>

Item	Action
<p>GW explained the complexities in legislation regarding changing 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.</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 as we are not fully meeting the legislation.</p> <p>National Equality Outcomes 2021-2025 – Update. Outcome no.3 re gender imbalances - SW stated there needs to be a structure to how curriculum areas report on this. LCO/SW/DG to meet in new year to look at gender and preventing racism curriculum. To be carried forward to the next meeting.</p>	<p>IB</p> <p>DG</p> <p>LCO/DG</p>
<p>5. British Sign Language – update</p> <p>GM advised the plan for 24/25 is now in place, completed by UHI. Provided a brief update on BSL. Concern that there are not enough BSL interpreters available to support students in all areas of Scotland. Challenges in terms of cost of support for a BSL student. SAAS provide most of this cost however there is a small shortfall which we are currently in discussions with SAAS to cover. GM to upload a copy of the BSL information document to PerthHub.</p>	<p>GM</p>
<p>6. Trade Union Items</p> <p>None.</p>	
<p>7. National Equality Outcomes 2021-2025 – Update</p> <p>Equality Outcomes 2021 – 2025</p> <p>KFL advised our Mainstreaming Report needs completed by April 2025. Looking to separate sections in the report to prevent it being a huge document, this will help make it more accessible. The report will cover the last 4 years. KFL provided details of the requirements needed by the Equality Minister and explained we still need to decide if we accept all of their proposals. KFL advised we will also look at the National Equality outcomes to review what needs to be done. Wants to complete most of this work by Christmas. National Equality outcomes are far reaching and not achievable in the short term. KFL asked if anyone would like to be involved, anyone interested to get in contact with BM.</p>	
<p>8. Equality, Diversity & Inclusion Adviser</p> <p>KFL introduced BM to the meeting.</p>	

Item	Action
<p>KFL advised the Mainstreaming Report will be BM's focus over the next 6 months. KFL advised there is a new piece of law being introduced called The Protection of Worker Bill which focussed on the duty to prevent sexual harassment. This becomes law next month and there is some work we need to do before this comes in to place, including training for staff. KFL advised there will be a similar law for students too so that will also need to be looked into. Need to carry out risk assessments in all areas and KFL detailed many areas where sexual harassment can occur. Equality Human Rights Commission are updating their guidance but this has not been published yet. Will share once it has been received. All discussed the difficulties around this complex issue.</p>	
<p>9. EDIT Members Updates – any other items not included elsewhere on the Agenda</p> <p>IB – Advised that PEEPs have increased for both staff and students. XM asked about evening cover for emergency assistance for students. All discussed. SI asked IB to attend the next Operational Group meeting to discuss and remind staff about PEEPs for students.</p>	
<p>10. Feedback to EDICT</p> <p>KFL asked if anyone wanted anything specific fed back into UHI EDICT. Advised she will be highlighting the EDI policy which has nearly finished being reviewed. There is a draft which needs slightly amended which will go to Partnership Council mid-October and then coming here thereafter where we will decide if it should be accepted.</p>	
<p>11. AOCB</p> <ul style="list-style-type: none"> KFL raised ToR of this meeting and advised she will be sending this to the Group for feedback and will bring back an updated version to the next meeting. All discussed the need to review membership. 	
<p>12. Date and time of next meetings:</p> <ul style="list-style-type: none"> 21 November 2024 <p>All meetings are on Thursday, 09.30-11.30am, via Microsoft Teams VC.</p> <p>Meeting End: 10.38</p>	

JNC for Lecturers

Note of Meeting held on Friday 4 October 2024, 3.15pm, Room 019 / MS Teams

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

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

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

Apologies: N/A

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

Note Taker: Carolyn Sweeney-Wilson

Minute

Item		ACTION
1.	Welcome and Apologies KFL welcomed everyone to this meeting. There were no apologies.	
2.	Finance Update GS reported that the budget was set to be submitted for approval at the upcoming Board of Management meeting, following a draft budget that was recently presented to the Finance and Resources Committee. The draft showed a £1.2M deficit, largely due to a £1M shortfall in projected HE student income. However, the shortfall has since decreased, reducing the deficit to £1M. This figure excluded part-time HE students and the January intake, which could potentially lower the deficit further to £800K. The deficit included £600K in severance costs, a one-time expense. Efforts were underway to further reduce the deficit, aiming for a break-even point before the Board meeting. Staff were exploring cuts to non-staff costs, with ongoing consultations that could lead to some staff reductions.	

Item		ACTION
	<p>In the meantime, cash flow may require support this month due to the academic pay award payout, but early funding from UHI and SFC was being arranged.</p> <p>CM queried how many more HE FTE were required in order to reach a breakeven point, taking account of severance costs.</p> <p>GS said if HE students caught up to the target number, which he felt was unlikely, the rest of the income would be as the targeted budget. Even if the HE numbers were reached, there would continue to be a deficit because of the severance costs.</p> <p>LC said the figure hoped for was 1700 students, which he acknowledged was thought to be achievable when the targeting was carried out. It was felt that the targeting was realistic last year and so this target number was what the Workstreams (WS) had thought was achievable. The entire sector was short of HE numbers, not just Perth, and this was the cause of the main pressure point.</p> <p>MC said an honest open conversation needed to take place with the Director's of Curriculum (DoC) about what was achievable. There was a real need to be much more realistic about what could actually be achieved.</p> <p>SI referred to the part time students and queried if there would be timelines for how many part time students the College would have.</p> <p>LC said that the Director of Student Experience had estimated within 2-3 weeks, but that would be an approximation. The estimate was for 150 part time students which would be the equivalent to approximately 50/60 FTEs.</p> <p>KFL thanked GS for his update and GS then left the meeting.</p>	
3.	<p>Additions to the Agenda for AOCB</p> <p>SI said he had a couple of questions for AOCB.</p>	
4.	<p>Minute of Previous Meeting (Paper 1)</p> <p>The minute of the meeting held on 21 March 2024, which had been previously circulated, was approved as an accurate reflection of the discussions that had taken place.</p>	
5.	<p>Review of Actions / Matters arising not included elsewhere on the agenda:</p> <p>5.1 <u>Local RPA Review</u></p>	

Item		ACTION
	<p>The action from the last meeting was for KFL to amend the RPA and provide a draft, tracked/changed document, for EIS to provide feedback on. KFL said this document had just been updated in terms of job titles and she had done that, but not anything else. KFL asked if EIS had reviewed the document.</p> <p>SI said he had briefly reviewed the document and there was nothing else which had stood out to him that needed changing.</p> <p>Action: KFL said she would print out the document and circulate to EIS, after the October break, for their signature as well as the Principal's signature.</p> <p>5.2 <u>Where We Are Including Timeline:</u></p> <p>The action for KFL from the last meeting was to add the consultation meeting dates to the diaries of EIS Reps. KFL confirmed this item was completed and now closed.</p> <p>5.3 <u>Complaints:</u></p> <p>KFL provided feedback on the action from the last meeting and confirmed there was an initial meeting, but that it was cut-short. However, another meeting had been arranged for the end of October. The aim was to meet to discuss the processes before the EIS Reps joined in the meetings in the hope that it would take up less of EIS Reps' time. KFL said she hoped to be able to meet with EIS in mid-Nov.</p>	<p>KFL</p>
<p>6.</p>	<p>TOIL Guidelines</p> <p><u>Update on Actions from JNC of 21/03/24:</u></p> <p>6.1 <u>EIS to further review the TOIL Guidelines and advise KFL whether or not they were happy to approve them.</u></p> <p>SI advised he had not looked at the TOIL Guidelines and KFL agreed to email him the latest version for review.</p> <p>Action: KFL to email latest version of the TOIL Guidelines to SI.</p>	<p>KFL: Sent 04/10</p>
<p>7.</p>	<p>Policies & Procedures Approval</p> <p>7.1 <u>Induction Policy and Procedure:</u></p> <p>KFL advised this item was for noting only as Policies and Procedures (PPs) were agreed at J-JNC on 12 September 2024.</p> <p>KFL said where PPs were agreed at the J-JNC, they would then come to the JNCs just for noting which PPs had been agreed at the J-JNC meetings.</p>	

Item		ACTION
	<p>This PP would now be submitted to PLG for approval prior to being updated and added to website. KFL queried if EIS were happy with this process.</p> <p>EIS confirmed they were.</p>	
8.	<p>GTCS Registrations</p> <p>KFL queried if Reps had viewed the circular as to when staff must register with GTCS.</p> <p>KFL explained the detail in the circular and that it was focussing on people with the longest service in the FE sector, not HE, nor private providers. It was important to note that service was not about when staff joined Perth, it was from when they joined their first FE provider as an academic member of staff. As this was not data Perth held, HR would require to carry out an exercise to ask all FE staff when they joined the FE sector and who they worked for at that time and this information would then be forwarded to GTCS.</p> <p>KFL said she would send a copy of the draft communication to staff, about this, to EIS to review and comment on prior to it being issued to staff.</p> <p>As a result of GTCS requirements, the TQFE priority list would need to change for next year and KFL said she would update EIS, probably in November, regarding this.</p> <p>CM said that one of the GTCS requirements of conditional registration was for staff to have completed their TQFE within 5 years and queried if colleges were holding off because they could not get all their staff through in that timeframe.</p> <p>KFL acknowledged that Perth would not be able to get everyone through in 5 years.</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • KFL to send EIS a draft copy of a communication to FE staff regarding length of service information, for comment, prior to circulation. • KFL to update EIS on the amended TQFE priority list for next year. 	<p>KFL</p> <p>KFL</p>
9.	<p>Fair Work Statement</p> <p>KFL said there had been national discussions about a national sector Fair Work statement, to which no agreement had been reached by the sector as colleges could not agree to a 'no compulsory redundancy' policy.</p>	

Item		ACTION
	<p>As a local college, KFL said they wished to work with TUs to produce a fair work statement. KFL explained why the College was looking at this, including needing to include a Fair Work statement in the financial reports.</p> <p>KFL queried if EIS would be willing to work with the College to create something specific for Perth.</p> <p>CM said that, generally, that seemed like a good idea but he would wish to discuss this with the EIS branch first, particularly if there had been discussions nationally.</p> <p>KFL said if a national position came into effect then this would supersede the local position.</p> <p>Action: EIS Reps to check with EIS regional branch regarding working with the College on a Fair Work statement and providing feedback to KFL.</p>	EIS
10.	<p>Complaints Process</p> <p>Discussed under Item 5.3.</p>	
11.	<p>No early return for Academic staff in August 2025</p> <p>KFL queried if EIS had received any feedback from staff on this matter.</p> <p>SI said it was never going to suit everyone. If there was no option for an early return, SI felt there needed to be some consideration given to staff workload, particularly the resit deadline, which could not be moved as it was a UHI deadline. SI felt that if this was the decision, the goodwill factor from staff could be lost and there would be a need to consider other priorities.</p> <p>CM agreed with SI's comments, particularly regarding workload at that time of year and he hoped the College would take cognisance of this, if staff did not have the option to return early.</p> <p>MC said Management would look at other solutions, including going back to UHI to request they move their dates.</p> <p>KFL confirmed that Management would now move forward on the basis of no early return for Academic staff in August 2025.</p>	
12.	<p>Other items from Management</p> <p>To be discussed outside of the JNC at a mutually agreeable time.</p> <p>12.1 <u>APD</u></p>	

Item		ACTION
	<p>As noted.</p> <p>12.2 <u>Job Descriptions</u></p> <p>As noted.</p> <p>12.3 <u>Contract Templates</u></p> <p>KFL Moving closer to this and supplied templates to Unison.</p>	
	<p>12.4 <u>Calendar Slippage</u></p> <p>As noted.</p>	
13.	<p>AOCB</p> <p><u>Back Pay for Leavers:</u> SI queried if those staff who had now left would need to make contact with HR to request their back pay.</p> <p>KFL said if staff left through VS, HR would be in touch with them about this. However, if staff had not left through VS, then staff would need to make direct contact with HR.</p> <p><u>EIS Visit to Campus:</u> CM advised that EIS Branch were planning a visit to the College on 22nd October and would have a a stall outside the Library to promote EIS to new colleagues. The following week they would also be looking to hold a meeting for new colleagues. CM queried if Management would give permission for that to happen.</p> <p>MC said this was not a problem and agreed for this to go ahead.</p> <p>Action: CM to formally email KFL with the details of EIS events on campus.</p> <p><u>CPD Funded by EIS:</u> SI said that EIS had offered branch officials the opportunity to participate in CPD, funded by the union. SI sought permission for staff to take up this CPD, having first received sign-off from their line manager and as long as it was not affecting the operational business.</p> <p>KFL confirmed this was fine, but requested that staff logged that they were undertaking TU training, on CiPHR, but also to email KFL to let her know.</p> <p><u>Staff Communication re Merger:</u> CM queried when staff would receive a communication about the merger and what the timescale would be for the merger.</p>	<p>CM: completed</p>

Item		ACTION
	<p>MC mentioned that a communication had been issued a couple of weeks ago by all UHI AP Principals to their staff, which included a link to a SharePoint site containing all relevant merger documents. Staff should be able to access this Transformation SharePoint site.</p> <p>Regarding the timeline, MC stated that a Board meeting had taken place, involving the Chair of Court, the Vice Chancellor, and Max Brown. They discussed various options for the merger and emphasised that doing nothing was not a viable option. The conversation centred around how colleges would move forward with the transformation, the associated costs, and who would cover these expenses. UHI expects Boards to agree to the changes by November, with further discussions to follow.</p> <p>CM highlighted serious concerns from the union's perspective, indicating that they would want to be proactive in addressing these issues.</p> <p>MC expressed willingness to meet with both unions as the situation developed.</p> <p>There followed further discussion about this matter.</p>	
14.	<p>Date and time of next meeting:</p> <ul style="list-style-type: none"> • 5 December 2024 <p>All meetings are on Thursdays, at 3.15pm, in Rm 019, or by MS Teams (unless otherwise stated)</p> <p>Meeting End Time: 16.10</p>	

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Perth Staff Group**Minute**

Date and time: Thursday 29th August 2024, 2pm

Location: Room 019/Microsoft Teams VC

Members present: Emma Stewart (ES), Christine Paton (CP), Katy Lees (KFL), Joe Burman (JB), Sarah Wilson (SW), Lisa Findlay (LF), Isobel Syme (IS), Ype Van Der Schaaf (YvDS), Sarah Jane Urquhart (SJU), Susan Johnstone (SJ)

In attendance: Ian Bow (IB), Lesley Connaghan (LCO)

Apologies: David Watt (DW), John Dare (JD), Scott Young (SY), June Wilson (JW), Steve Douglas (SD)

Chair: Lynn Murray (LM)

Note Taker: Trudy Guthrie

Minutes

Item	Action
1. Welcome and Apologies LM welcome all to the meeting. Apologies were noted.	
2. Additions to the Agenda for AOCB – None.	
3. Minutes of previous meetings of 30th May 2024 and 25th July 2024. The minutes were approved as true and accurate records.	
4. Matters arising not included elsewhere on the agenda/review of actions from previous meetings: Technology – JD to think about interactive ways of training large groups of people - LM to discuss with JD out with this meeting. Staff Conference Survey - LC asked that this document be finessed and brought back to the next meeting. LCO explained that this had changed slightly since original conception and explained what this entailed. LCO	LM LC

Item	Action
<p>advised we should share with staff that we have used their feedback to improve Conference Days. LCO to share this information with staff.</p> <p>Stress Survey Outputs and Actions – KFL to take this feedback to Stress Management Meeting to make a decision. Complete.</p>	LCO
<p>5. Health and Wellbeing – IB provided an overview which included 49 Managers had completed Stress Management Training, Stress Risk Assessments are taking place within teams, Help Employee Assistance programme, IB is currently working on revamping the Sharepoint area.</p> <p>Health & Safety - Audits for high-risk areas had been delayed but are now complete and are now looking at the lower risk areas which will all be completed during this Academic year. Our external auditors have highlighted the need for risk assessors to be aware of correct signatures on assessments. Other areas of ongoing work included the review of air monitors throughout the Campus. Internal H & S training – IB shared a full programme of training available and asked all to ensure the appropriate staff take the necessary training. IB encouraged all to report near misses.</p>	
<p>6. PSG Actions Summary from PLG on 27th August – No update as meeting on 25th was non-quorate.</p>	
<p>7. Review of ToR and Membership – LM took team through suggested amendments and all agreed changes.</p> <p>KFL confirmed this is not a consultative forum as this is the role of Trade Unions. All discussed the purpose of this Group in detail. Membership - need to review and include staff from all departments. Each member should identify at least one deputy to attend in their place. KFL stated the need to go back to each department and ask them to decide who will represent their group. All current members to let their Managers know that they wish to remain in the Group if this is the case. LM to take this to PLG for discussion.</p> <p>Update on Transition – LM asked for this to be a standing item on this agenda along with an update from SLT on key matters. It was also decided, to be more inclusive, that these meetings be moved from 3 - 4.30pm.</p>	LM
	TG
<p>8. Professional Reviews – SW spoke to the papers advising these had been amended after feedback from last year and detailed these changes. This year's Professional Reviews to begin after the October break. Asked group to feedback to her by 13th September with any comments/changes.</p>	ALL

Item	Action
9. Staff Stress Results Publication – completed.	
10. New Structure – Guide to locations of staff and services available for students – SJU confirmed she had found out from KFL this is not available yet.	
11. Lone Working and Office Safety – SJU wanted to highlight this due to a recent incident when a stranger came into the office. Raised concerns re leaving doors open etc. IS mentioned a similar incident had happened in the Exec office recently. LM to raise at PLG to ask Line Managers to cascade this information to all staff to raise awareness and be vigilant. Clarity needed on signing in for staff after 5pm also staff who work Tuesday nights need to be reminded to sign in. TG to add this to PLG agenda for further discussion and decision.	LM TG
12. Electric Cars Charging in both car parks – SJU queried if we should be providing charging points for electric vehicles. LM advised that a feasibility study had been carried out and at the moment there is no available funding for this, however it is on the Estates list of grounds requirements and will be prioritised if and when funds become available.	
13. Removal of Office Bins and lack of communication – SJU raised this as there had been no communication re the removal of the office bins before it happened. LM advised it was agreed in PLG a few months ago however timeous communications had not been relayed to staff and GW had apologised for this at sessions during the welcome week. There is now information on PerthHub. LM will advise GW that there had been overflowing bins during induction week.	LM
14. Welcome Week Feedback – IS highlighted the positive feedback received from colleagues regarding the recent Welcome Week. Thought the format was much improved. All discussed and agreed the need for better communication and better timing of events.	
15. Perth Staff Group Minutes – It was agreed that it is important that all members of the group feedback to their departments promptly after the meeting and that notes of meetings should be shared with all staff on Perth Hub (LM to confirm with the group - after they've been approved?). It was suggested that on Perth Hub we let people know that they can contact any member of the Staff Group for information, although they do have a member for their department.	LM
16. AOCB None.	

Item	Action
17. Date and Time of Next Meeting: 27 th September 2024	
18. Meeting ended at: 15.33	

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Perth Staff Group

Minute

Date and time: Friday 27th September 2024, 10.30am

Location: Microsoft Teams VC

Members present: Emma Stewart (ES), Christine Paton (CP), Sarah Wilson (SW), Isobel Syme (IS), Susan Johnstone (SJ), David Watt (DW), John Dare (JD), June Wilson (JW), Steve Douglas (SD), Scott Innes (SI), Heidi Hope (HH), Cindy Choquet (CC)

In attendance: N/A

Apologies: Lynn Murray (LM), Scott Young (SY), Ype Van Der Schaaf (YvDS), Aimee Leith (AL), Lesley Connaghan (LC), Ian Bow (IB)

Chair: Katy Lees (KFL)

Note Taker: Trudy Guthrie

Minutes

Item	Action
<p>1. Welcome and Apologies</p> <p>KFL welcome all to the meeting. Apologies were noted.</p>	
<p>2. Additions to the Agenda for AOCB – JD queried if SLT are acknowledging the amount of additional work staff are having to do after the recent departure of so many staff and if they are aware of the rising levels of stress associated with this. KFL advised this had been discussed recently at both the Stress Management Group and PLG and confirmed all recognise this is happening and are working on putting a plan in place asap. KFL reiterated the need to raise individual concerns with Line Managers. SI suggested this be added to the next Staff Conference to evidence how it is being addressed and what continuous improvements are being put in place to help. KFL encouraged all to attend the forthcoming SLT/PLG Coffee sessions as an opportunity to raise these issues.</p>	

Item	Action
3. Minutes of previous meetings of 29th August 2024. The minutes were approved as true and accurate records.	
4. Matters arising not included elsewhere on the agenda/review of actions from previous meetings: Interactive Training to large groups of people – JD provided an update advising he is in the process of contacting Heads of Department to see what digital training skills are needed within their teams. Will be included in the next Staff Conference. Staff Conference Survey - LCO to share with staff that we used and will continue to use their feedback to create the new conferences. Item to remain for next meeting. Review of ToR and Membership of PSG – KFL advised this has been agreed through PLG and an area will be created on PerthHub where we can add the minutes along with a 'You Said/We Did' section. KFL will add ToR and will then contact staff to and give them the opportunity to join this Group. Professional Reviews – ALL to feedback to LM by 13.09.24 – complete. Lone Working and Office Safety – LM to raise at PLG and ask all to discuss with teams and raise awareness of risks. KFL advised this was discussed at PLG - complete Removal of Bins – LM to contact GW re overflowing bins during induction week – complete. Perth Staff Group Minutes – To be shared in PerthHub after approval – complete.	LCO
5. Health and Wellbeing No update as IB not present however, KFL advised there has been a change on PerthHub to join the Stress Management area together with Health and Wellbeing.	
6. PSG Actions Summary from PLG on 10th September Discussed in Item 4.	
7. Update on Transition KFL advised LCO is still working on this and will provide an update at the next meeting.	
8. SLT Key Matters Update KFL suggested All look at Sharepoint site for updates on changes to UHI format.	

Item	Action
<p>9. Professional Reviews Updates</p> <p>SW spoke to papers 2 & 3 explaining the changes which have been made after feedback. Asked All to provide any further feedback by end of next week before she issues final documents.</p> <p>CPD – SW advised will still be using the current CPD process for the time being.</p> <p>JISC Tool – KFL advised she will speak with JM to see if we will still be using this, need to do a digital review but unsure this is the best tool. To be brought back to the next meeting.</p> <p>UHI CPD Fund – KFL provided an overview of what this Fund covers and what can be applied for. Keen for applications to increase from Perth. Will send an email out to all staff highlighting the opportunities available.</p>	<p>ALL</p> <p>KFL</p>
<p>10. Feedback from Team Sessions re Staff Conferences and CPD</p> <p>IS asked when the feedback from all the recent team meetings would be available. KFL advised this will come out through the Transformation team through LCO.</p>	
<p>11. Barriers for staff trying to join ASW</p> <p>CP shared the positive news that ASW have increased the staff membership numbers from 48 to 100 in the past year. However she believes there are still barriers for staff to join/use the gym/other facilities/attending social sessions etc. Asked All for their thoughts on why this could be, suggestions offered were; staff too busy/working through lunch breaks/cultural perception that if people can take time to go to sport in lunch hour that they haven't got enough work to do/more promotion of what is available. CP thanked all for their feedback and will use this to try and lessen barriers going forward.</p>	
<p>12. AOCB</p> <p>None.</p>	
<p>13. Date and Time of Next Meeting:</p> <p>31st October 2024</p>	
<p>14. Meeting ended at: 11.14</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