Finance and Resources Committee

Agenda

Meeting reference: F&R2025-26/03
Date: Tuesday 10 March 2026 at 5:00pm
Location: Online
Purpose: Scheduled meeting

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

	Agenda Items	**Author**	**Led by**	**Paper**
1	Welcome and apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of a Conflict of Interest in any Agenda Item			
4a	Minutes of the Meeting of the Finance & Resources Committee held on 08 December 2026	Clerk	Chair	Paper 1a
4b	Minutes of the Extraordinary Joint Meeting of Finance & Resources and Audit Committees held on 13 January 2026	Clerk	Chair	Paper 1b
5	Actions arising from previous minutes			
6	**Items for Approval**			
*6.1	Replacement Kitchen Equipment	Procurement	Director of Quality & Resources	Paper 2
7	**Financial Performance & Budgets**			
*7.1	Financial Forecast – Year to 31 July 2026 (as at 31 January 2026)	CFO/Director of Finance	Chief Financial Officer	Paper 3
*7.2	Mid-Year Review	CFO/Director of Finance	Chief Financial Officer	Paper 4
8	**Estates**			
8.1	Estates Update	Director of Quality & Resources	Director of Quality & Resources	Paper 5

	Agenda Items	Author	Led by	Paper
9	**Human Resources**			
9.1	HR Update	Depute Principal	Depute Principal	Verbal
10	**Information Systems**			
10.1	Digital Transformation Update	Director of Quality & Resources	Director of Quality & Resources	Paper 6
11	**Committee Minutes** (for noting by Committee)			
11.1	EDIT Committee • 20 November 2025			Paper 7a
11.2	Perth Staff Group • 05 November 2025 • 20 January 2026			Paper 7b Paper 7c
11.3	JNC Committees • Lecturing Staff – 22 January 2026 • Support Staff – 09 February 2026			Paper 7d Paper 7e
12	**Date and Time of next meeting** • Tuesday 26 May 2026		Clerk	
*13	**Review of Meeting & Terms of Reference** (Committee to check against the Terms of Reference to ensure all competent business has been covered)			Paper 8

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Finance & Resources Committee

DRAFT Minutes

Meeting reference: F&R2022-26/02
Date: Monday 08 December 2025
Location: Online

Members present: Ian Robotham, Chair
Sarah Cordwell, Board Member
Deirdre Joy, Board Member
Laeeq Rehman, Board Member
Alistair Wylie, Interim Chair of Board
Catherine Etri, Interim Principal
Patrick O'Donnell, Staff Board Member
Andi Garrity, Student Board Member

In attendance: Lynn Murray, Deputy Principal (Operations)
David Gourley, Director of Learning Strategies, Enhancement & Resources
Ian McCartney, Clerk to the Board

Apologies: Fiona Cameron, Interim Director of Finance

Chair: **Elaine Piggot**

Minute Taker: Ian McCartney

Quorum: 4

MINUTES

Item		Action
1.	**Welcome and Apologies** Chair welcomed everyone to the meeting, and noted apologies.	
2.	**Additions to the Agenda** There were no additions to the agenda	
3.	**Declaration of Conflict of Interest in any Agenda Item** There were no declarations made.	
4.	**Minutes of Meeting of Extraordinary Finance & Resources Committee, 29 September 2025** The minutes were approved as a true and accurate record of the meeting.	
5.	**Matters Arising from previous minutes** 8 – Estates Update Depute Principal (Operations) confirmed that clarification had now been received around the use of CDEL for 2025/26. 10 – Digital Transformation Update Director LSER advised that the commercialisation of Digital Skills Training was still under consideration.	
6.1	**Section 22 & Wider Scope External Audit Reports** Depute Principal (Operations) provided a verbal summary of the current position re the 2024/25 External Audit, plus updates on the Section 22 and Wider Scope Audit Reports. Depute Principal (Operations) advised that delays had been experienced in relation to delivery of the External Audit, caused by technical issues around AST and sign-off from the External Auditor's pensions specialists. It has also been indicated that additional audit fees will be charged based on the unexpected work around AST. The delays have affected the college's scheduled reporting and approval timescales, and Interim Chair of the Board advised that a letter had been drafted expressing concern to Audit Scotland around the implications of the delays had been drafted, with this letter subsequently being issued by UHI.	

	Depute Principal (Operations) then provided a brief update around the ongoing Wider Scope Audit, based on AST, budget errors and senior staff resignations, which may form part of a future Section 22 Report. Depute Principal (Operations) further advised that an Internal Audit report around key controls and the wider finance function had been recently issued. Depute Principal (Operations) then noted that a Public Audit Committee (PAC) hearing had been held with the previous Chair, Principal and Vice Principal (Operations), which had focused on relations with UHI and the top slice, among other items. Depute Principal (Operations) confirmed that a written submission for the January 2026 hearing had been issued by Interim Chair and Interim Principal, and this was available on the Scottish Parliament's website. The submission addressed outstanding issues from the initial PAC hearing, and a link had been circulated to Board Members as part of a monthly update by the Interim Chair. Depute Principal (Operations) further advised that the college's Internal Auditor had raised concern around references to the delivery of the Internal Audit Service and approval of the Internal Audit Plan within the initial PAC hearing. A meeting between Internal and External Auditors and Audit Scotland was proposed to clarify understanding of the issues. Depute Principal (Operations) additionally noted that PWC had been conducting due diligence work around liquidity funding on behalf of SFC; a draft report had been received which requires a speedy turnaround, however this report requires to be reviewed.	
6.2	**Draft Performance Report for Year to 31 July 2025** Depute Principal (Operations) presented Paper 2, a draft version of the Performance Report section of the Financial Statements to allow for initial scrutiny, with Committee invited to provide feedback to Depute Principal (Operations) outside of the meeting. Interim Chair asked that thanks be conveyed to the team for the work conducted in this area given the complexities experienced in preparation, and the cope and scale of the document. Committee **NOTED** Paper 2.	
6.3	**Final Budget 2025/26** Depute Principal (Operations) presented Paper 3, informing Committee that final Board approval for the 2025-26 Budget is required following amendments due to alignment with the FRP. Committee **ENDORSED** Paper 3.	

6.4	**Financial Forecast – Year to 31 July 2026 (as at September 30 2025)** Depute Principal (Operations) presented Paper 4, which represents the first forecast available for the current FY. Depute Principal (Operations) noted that a deficit Budget for 2025/26 had previously been approved, however the current forecast shows a surplus position of £666k. The figures include the approved Pay Award of 4.5%, and the funding agreed with SFC re Resource Group, however it was noted that there were some risks in the predictions, particularly around fire and flood assurance. Based on these risks, Depute Principal (Operations) proposed that Committee consider incorporating a contingency within the forecast based on the forecast. Following a brief discussion, Committee **AGREED** to set a contingency at 50% of the forecast surplus. Depute Principal (Operations) advised that the college was not permitted to carry over a surplus, therefore it would be prudent for Committee to consider potential areas for priority should a year-end surplus materialise. Committee **NOTED** Paper 4.	
7	**Estates Update** Director LSER presented Paper 5, highlighting the ongoing issues caused by recent incidents of fire and flood within the Brahan building, and advised that the main lift in the Brahan building was now fully operational following some post-installation issues. A coded keypad system had been installed to restrict access to approved users. Chair queried whether there was any prospect of compensation for the issues around the lift as the contract had been awarded via APUC. Director LSER advised that this was ongoing, however proof of financial loss will be required for compensation to be awarded. Committee **NOTED** Paper 5.	
8	**HR Update** Depute Principal (Operations) summarised Paper 6, which had been prepared by the now-departed Director of HR, noting that the Pay Award had now been finalised, and there was no further forward movement around the Job Evaluation process. Chair queried that areas requiring reporting will still be picked up. Depute Principal (Operations) confirmed that this will continue to be the case, albeit there will be some reallocation of internal duties	

	that may need to bottom out. Committee **NOTED** Paper 6.	
9	**Digital Transformation Update** Director LSER presented Paper 7 noting that the report highlights Teaching & Learning and business process areas that are moving towards provision via AI, and that the TCD project has a focus around integrating AI into degree programmes. Interim Chair of Board queried how might IT currently being funded on a break/fix basis have an impact if investment is required. Director LSER indicated that there is an increasing demand on the software side of things rather than hardware which would influence matters. Board Member expressed positivity on TeacherMatic being included in the report, before querying how much uptake has been taken. Director LSER advised that, when demonstrated, there has been a positive impact, but there needs to be a level of evangelisation to encourage wider uptake. Board Member queried whether AI might present solutions around staff sickness in relation to a ready-to-use contingency pack to allow otherwise cancelled classes to go ahead. Director LSER suggested that TeacherMatic might be able to assist in this regard for a short period, but would require further exploration. Committee **NOTED** Paper 7.	
10	**Committee Minutes** Committee received and noted minutes for the following meetings: • EDIT – 25 September 2025 • Perth Staff Group – 04 September 2025 • JNC Support Staff – 23 October 2025 • JNC Lecturing Staff – 30 October 2025	
13	**Date & Time of Next Meeting** • Tuesday 10 March 2026 @ 5pm	
14	**Review of Meeting** Committee confirmed that the meeting had been conducted in line with its Terms of Reference.	

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

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

Status of Minutes – Open ☑

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

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

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Extraordinary Joint Meeting of Finance & Resources Committee and Audit Committee

DRAFT Minutes

Meeting reference: EJM_F&R_Audit2025-26/01
Date: Tuesday 13 January 2025
Location: Online

Members present: Ian Robotham, Chair of the Finance and Resources Committee
Debbie McIlwraith Cameron, Chair of the Audit Committee
Alistair Wylie, Interim Chair of Board
Catherine Etri, Interim Principal
Sarah Cordwell, Board Member
Deirdre Joy, Board Member
Christopher Whatley, Board Member
John McMullen, Board Member
Chris Lusk, Board Member
Mary Fraser, Board Member
Rosie Howie, Board Member
Ronnie Dewar, Trade Union Board ember
Andi Garrity, Student Board Member
Richard Fyfe, Staff Board Member
Patrick O' Donnell, Staff Board Member

In attendance: Lynn Murray, Depute Principal (Operations)
Gail Dunn, Chief Financial Officer
Fiona Cameron, Interim Director of Finance
Jill Elder, Depute Principal
David Archibald, Henderson Loggie – Internal Auditor
Noel Jana, Deloitte – External Auditor

Apologies: David MacLuskey, Board Member
Laeeq Rehman, Board Member

Chair: Ian Robotham, Chair of the Finance and Resources Committee

Minute Taker: Isobel Syme, PA to the Senior Leadership Team

Quorum: 4

MINUTES

Item		Action
1.	**Welcome and Apologies** Chair welcomed everyone to the meeting.	
2.	**Additions to the Agenda** None	
3.	**Declaration of Conflict of Interest in any Agenda Item** There were no declarations made.	
4.	**Draft UHI Perth Group Report & Financial Statements for the Year ended 31 July 2025 (paper 1)** Depute Principal (Operations) presented Paper 1 and brought the joint Committee's attention to the AOP (Adjusted Operating Position) on page 17 of £594k deficit for 2024/25, which is better than had been forecasted at October 2025 (£1.2m deficit) due mainly to double-counting of a pension charge. The AOP for 2023/24 was restated from £2m deficit to £1.4m deficit (including £300k deficit for AST) due to a job evaluation adjustment of £500k which had been excluded and an unfunded pension charge of £100k, which had been included in error. There will be a further small change to the AOP, following recent identification of a difference, in the report and financial statements presented to the Board for approval on 19 January. **Action -** Depute Principal (Operations) Board member asked for the status of paper 1 and what happens next. Depute Principal (Operations) noted that this is the final version before it goes to the Board on 19 January for approval. Once approved it needs to be signed by UHI Perth's interim Chair, interim Principal and Deloitte's Engagement Partner before being sent to Audit Scotland, who will table the report and financial statements at the Scottish Parliament. Chair then went through the report asking for any comments on the key areas: Performance Overview – none. Performance Analysis – Board member queried the adjustment for the AOP for this year. Interim Director of Finance noted that 48K net interest cost for pensions had been double counted in 2024/25. Accountability Report – none.	Depute Principal (Operations)

	Corporate Accountability Report – none. Independent Auditors Report - none Annual Accounts – Board member noted that on page 100 figures cannot be seen. **Action** – Depute Principal (Operations) Board member noted the need for the internal auditor's contract to be renewed in July this year. Chief Financial Officer noted that a desktop evaluation of the framework will take place and this will be looked at in good time. The draft UHI Perth Group Report & Financial Statements for the year ended 31 July 2025 (Paper 1) was **endorsed**.	Depute Principal (Operations)
5.	**Draft External Audit Annual Report 2024-25 (paper 2a), including Draft Letter of Representation (paper 2b)** External Auditor presented the draft external audit annual report 2024-25 and highlighted some key areas. Uncorrected misstatements identified during the audit increase the deficit for the year by £48K, however the External Auditor does not consider this materially impacts the overall financial performance and the position presented in the financial statements. Audit risks identified included: operating within the funding provided; completeness of income and management override of controls. Other areas of focus included: AST administration; the defined benefits pension scheme. Wider scope – looked at financial management and financial sustainability including the financial recovery plan (FRP). Quality Indicators included: • Timing of key accounting judgements – complex accounting matters should be addressed timely to ensure accurate financial reporting. • Access to the Finance team and other key personnel – most were available when input was required. • Control environment and findings - noted the pension strain costs and inaccurate figures being provided by the Tayside Pension Fund (TPF) to the actuaries, which prompted discussion. The Interim Chair of the Board raised concerns and asked how we can improve this if we do not have responsibility for it. The External Auditor provided examples of where errors	

	had been made. The Depute Principal (Operations) and Chief Financial Officer accepted the recommendation that in future UHI Perth Finance Team would check information from the TPF before it is passed to the actuary. **Action** - Chief Financial Officer The internal auditor highlights capacity of the Finance Team as an area for improvement. The FRP was noted and that UHI Perth has made significant efforts to manage the projected deficit through various actions. It was noted that the three-year plan does not include an assumption to repay the liquidity support of £1.5 million advanced by SFC. Additional external audit costs were identified as having been incurred arising primarily from the following: AST administration, pension strain costs, Section 22. Board members expressed the view that it is unacceptable that we are being asked to pay increased fees as a result of inaccuracies caused by TPF given that we are paying TPF to administer the fund on our behalf and asked that this is taken forward with TPF. **Action** – Chief Financial Officer. Interim Chair of the Board queried some of the information on page 31 with regard to Deloitte's view on vision, leadership and governance and the need for a refreshed board effectiveness review. It was noted that due to various circumstances a review of the board composition and skills had taken place during the last round of recruitment. A standard internal annual review would take place during this board cycle. The Internal Auditor noted that guidance was changed requiring a review to be carried out every 3-5 years. It was agreed that the wording on page 31 will be changed. **Action** – External Auditor. The Chair thanked the Depute Principal (Operations), Interim Director of Finance, the Finance Manager, Finance Team and the external auditors for the significant work that had been done. External Auditor presented Paper 2b and highlighted two paragraphs that are not included as standard in the letter of representation - paragraph 19 relating to the administration of AST and paragraph 34 relating to the correction of a material misstatement of prior year financial statements.	Chief Financial Officer Chief Financial Officer External Auditor
6.	**Internal Audit Annual Report 2024-25 (paper 3), including Student Support Funds & Student Activity Data** Internal Auditor presented Paper 3 noting that with the exception of the issues highlighted in paragraph 1.9 to 1.12 UHI Perth has adequate and effective arrangements in place.	

	Internal Auditor drew attention to the following highlighted areas: • Publicity and communications require improvement, while noting that significant improvements have already taken place. • General review of key financial controls and an independent review of the Finance function. • Follow up reviews including 22 of 37 actions which require to be followed up. Board member noted that they have not seen the risk register yet. Depute Principal (Operations) noted that a change to the Enterprise Risk Management approach had been agreed and this will be discussed at the Board meeting on 19 January. Internal Auditor provided additional information on the risk appetite set by the Board. Board member queried the wording of 1.14 'adequate and effective arrangements'. Internal Auditor noted that these are mandated requirements and wording. Committee **noted** Paper 3	
7.	**Draft Audit Committee Annual Report to the Board of Management** For noting. Board member explained that this is a standard pro-forma and summarised events that are well known to Board members. The Depute Principal (Operations) noted that section 7 should be updated to reflect that the Public Audit Committee has concluded their investigations. **Action:** Clerk to the Board Paper 4 was **endorsed** subject to this change being made.	Clerk to the Board
8.	**Review of Meeting** **(Committee to check against the Terms of Reference to ensure all competent business has been covered)** Committee confirmed that the meeting had been conducted in line with its Terms of Reference.	
9.	**Date & Time of Next Meetings:** Board – 19 January 2026 at 5 pm Finance and Resources Committee – 10 March 2026 at 5 pm Audit Committee – 19 March 2026 at 5 pm	

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

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Committee Cover Sheet

Paper No. 2

Name of Committee	Finance and Resource Committee
Subject	ESTATES – Kitchen Equipment Replacement
Date of Committee meeting	10/03/2026
Author	Dr David G Gourley
Date paper prepared	03/03/2026
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	Approval is sought for replacement of fire damaged kitchen equipment – threshold for approval at Finance & Resources Committee in line with Delegated Authority levels. Specifications attached. This is part of the Insurance claim for the fire damage of the Brahan Kitchen. Replacement equipment procured through the TUCO framework, with Bunzl / Lockharts identified as the most economically advantageous tender.
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	☐ For information ☐ For discussion ☐ For endorsement ☒ For approval ☐ Recommended with guidance (please provide further information, below)
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? Authors must identify: (a) the relevant risk(s) from the ERM	No Click or tap here to enter text.

Committee Cover Sheet

Risk Register linked to the paper; and (b) the Board-approved risk appetite level for each associated risk. If yes, please provide details	
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.	Yes
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.

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Committee Cover Sheet

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

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	☐	Its disclosure would substantially prejudice the effective conduct of public affairs	☐
Its disclosure would substantially prejudice the commercial interests of any person or organisation	☐	Its disclosure would constitute a breach of confidence actionable in court	☐
Its disclosure would constitute a breach of the Data Protection Act	☐	Other [please give further details] Click or tap here to enter text.	☐

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

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

and

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

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CS-PC-40918 QUOTATION SUMMARY

Requirement:

Replacement of fire damaged kitchen equipment. Specification attached.

This is part of the Insurance claim for the fire damage of the Brahan Kitchen

Spec for replacing the equipment in th   Brahan Kitchen Equip Pricing Sched

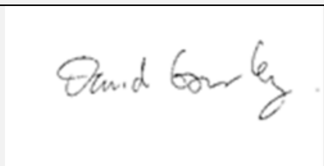
The above specification was sent to the suppliers for pricing including installation, the brand of equipment is open however the specification of whichever equipment offered must be the same and be future proof.

Planned removal/isolation of the existing canopy is preferred thus the specification requiring equipment with "self-extraction" systems fitted to allow placement anywhere within the Brahan Kitchen.

Names of Suppliers Invited to Quote & Quotation Reference Numbers	**Total Cost of Order/Contract (£)** (**Exclusive of VAT** & Delivery/Carriage Charges)	**Comments**
Bunzl/ Lockharts — Quote 1625787-594016-Op	£67,244.12	Quotation Includes full installation and delivery to site (including equipment taken directly to the kitchen as confirmed with supplier/stakeholders and procurement.
CLR — CLR's - Brahan Kitchen Equip Pricin	£76,862.25	Quoted 3 x Icombi Classic 20 Grid Ovens so all combis are the same spec. We can update to Icombi Pro's on request.
Airdale	N/A	No Quote provided
Nisbets — Perth college 51663975 6.2.pdf	£66,409.93	Equipment only no installation, separate installation would require to be arranged by UHI Perth, Supplier did not originally indicate they could not provide Installation costs.

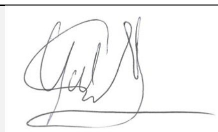
Recommended Supplier:	Bunzl / Lockharts
Comments	Bunzl Lockharts have provided the most economically advantageous quote this can be awarded directly by utilising the TUCO framework
Procurement Signature	
Savings	£9,618.13

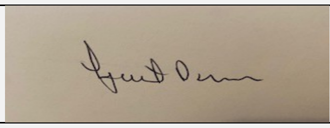
F&R Committee (over £50k Consideration of tenders received for any works the cost of which are in excess of £50,000. The acquisition and/or disposal of heritable property whether by purchase/sale or lease. Consideration of any proposals to obtain plant equipment furnishings or fittings the cost of which is expected to be more than £50,000)

Stakeholder Name	David Gourley
Title	Director Of Learning Strategies, Enhancement
Signature	
Date:	17/02/2026
Comments:	

Stakeholder Name	Tessa Ward
Title	Estates Manager
Signature	Tessa ward
Date:	17.2.26
Comments:	Agree with recommendation

Stakeholder Name	Ype Van Der Schaaf
Title	Sector Manager - Business And Hospitality

Signature	
Date:	17/02/2026
Comments:	

Stakeholder Name	Gail Dunn
Title	Chief Financial Officer
Signature	
Date:	25/2/26
Comments:	

Stakeholder Name	Jill Elder
Title	Depute Principal
Signature	Jill Elder
Date:	26/2/26
Comments:	

Stakeholder Name	Catherine Etri
Title	Principal And Chief Executive
Signature	
Date:	
Comments:	

Stakeholder Name	
Title	F&R Committee
Signature	
Date:	

Comments:	

Stakeholder Name	
Title	Board of Management
Signature	
Date:	
Comments:	

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Paper No. 3

Name of Committee	Finance and Resources Committee
Subject	Financial Forecast to 31 July 2026 at 31 January 2026.
Date of Committee meeting	10/03/2026
Author	Gail Dunn, Chief Financial Officer Fiona Cameron, Interim Director of Finance Yemi Orioge, Finance Manager
Date paper prepared	03/03/2026
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	This paper includes the year-to-date actual position at 31 January 2026 as well as the full-year financial forecast to 31 July 2026 which is projecting a deficit of £43k. Appendix 1 – Financial forecast to 31 July 2026 at 31 January 2026 Appendix 2 – Cashflow forecast to 31 July 2026 at 31 January 2026
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	☒ For information ☒ For discussion ☐ For endorsement ☐ For approval ☐ Recommended with guidance (please provide further information, below)
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? Authors must identify: (a) the relevant risk(s) from the ERM	Yes (a) Financial – If UHI Perth doesn't take identified actions and regularly monitor budget against forecast we will not know progress against achieving the Financial Recovery Plan to ensure that UHI Perth breaks even over a three-year period from 2025/26.

Risk Register linked to the paper; and (b) the Board-approved risk appetite level for each associated risk. If yes, please provide details	(b) Minimal risk appetite.
Strategic Impact Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership: [Strategic-Plan-2022-27.pdf] If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.	Financial Sustainability
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	Yes Improved financial reporting will require significant resource from the Finance Team and budget holders.
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.

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

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and

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

Background

1. The Board approved a baseline budget for 2025/26 at the meeting on 30 June 2025 prior to a Financial Recovery Plan (FRP) being approved on 27 August 2025. Although approval of the FRP was effectively approval of a revised budget, the Board formally approved the 2025/26 budget on 18 December 2025. Forecasts are being measured against a deficit budget of £232k for 2025/26 (see appendix 1).

2. The Board has been clear that their expectation is for monthly financial forecasts to be produced for 2025/26. After an extremely busy period between August and November 2025 as a result of the annual accounts and audit, the Finance Team can now provide the Board with these forecasts.

Year-to-date position at 31 January 2026

3. When preparing the 2025/26 budget, budget holders were asked to phase non-grant in aid income and expenditure by month over the year, which would also help with cashflow. This exercise was based on estimates and should become more accurate in future years when we can establish trends of actual data.

4. The grant and tuition fee income have been phased on a cash received basis which is distorting the year-to-date figures. Going forward, the 2026/27 income and expenditure will be phased and reported on an accruals basis which will mean the year-to-date figure will be a more accurate reflection of the position.

5. In appendix 1 the year-to-date forecast at 31 January 2026 shows a surplus of £3,096k against a year-to-date deficit budget of £88k giving a variance of £3,184k. This is comprised of £2,240k increase in income and £944k decrease in expenditure as a result of phasing as discussed in paragraph 4 above.

Full year financial forecast at 31 January 2026

6. A full year financial forecast to 31 July 2026 was prepared for the year-to-date period ending 31 January 2026. Appendix 1 shows that there is a forecast deficit of £43k compared to the deficit budget of £232k. The variance of £189k is comprised of £1,094k increase in income and £905k increase in expenditure. The year end forecast has reduced from a surplus reported at the previous Committee meeting due to SFC now classifying the Resource Group grant as an advance rather than additional money as well as the increase in additional audit fees. These issues are currently being disputed with the relevant parties but have been removed from the income as a precautionary measure.

7. The most significant variances in relation to £1,094k increase in income are as follows:

   - An increase of £649k due to conversion of the estates grant from capital to revenue.
   - Support Staff pay award funding of £85k which was not budgeted for.
   - Higher than forecast HE students resulting in a favourable variance of £101k.

- HE Fees are £644km better than forecast due to a higher number of students as well as post-graduate fees which were not budgeted for in 2025/26. There is also £85k of tuition fees relating to 2024/25 which had not been released from the student system. Work is ongoing to ensure all fee income is released in the appropriate year.
- These increases are offset by the removal of the £489k grant relating to Resource Group costs pending our discussions with SFC.

8. The most significant variances in relation to £905k increase in expenditure are:

- Staff costs - £85k increase due to 4.25% pay award forecast when 3% was assumed in the budget, as well as an increase in costs due to phase 2 of the College's restructure. Further additional costs as a result of sickness and maternity cover brings the projected overspend to £235k.
- Supplies and services – overall there is an overspend of £415k forecast for the year, a £72k overspend is forecast for the interim Director of Finance as the initial contract period has been extended until we recruit a permanent Director of Finance. The remaining variance relates to the £333k contingency for areas of budget risk, as recommended by the Finance and Resources Committee on 8 December 2025.
- Legal and admin costs – there is an overspend of £106k relating mainly to the Centre for Mountain Studies research and Campus Co-ordinator costs which were not budgeted for. These costs will be offset by income received.

Income

	Baseline Budget 25/26	FRP Adjustments	Revised Budget 25/26	Forecast	Variance
Income	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Academic					
FE Teaching Grant	8,750		8,750	8,701	(48)
Student Support	2,410		2,410	2,410	0
SFC/RSB Grants	612	403	1,015	1,460	445
HE Teaching Grants	7,251	298	7,549	7,651	101
Tuition Fees	2,616	91	2,707	3,351	644
SDS Contracts	511		511	514	3
International Income	1,473		1,473	1,454	(19)
Other Income	443	92	535	720	185
Total Academic Income	**24,066**	**884**	**24,950**	**26,262**	**1,311**
Commercial					
Catering/Residences	1,281		1,281	1,191	(90)
Other Income	70	2	72	79	7
ASW	860	46	906	772	(134)
Total Commercial Income	**2,211**	**48**	**2,259**	**2,042**	**(218)**
TOTAL INCOME	**26,277**	**932**	**27,209**	**28,303**	**1,094**

9. Significant variances between budget and the forecast at 31 January 2026 for income are shown in the tables below. Income of £120k was received from the Tay Cities Fund in relation to claims for equipment and staff time spent on the Tay Cities Engineering Partnership Project.

10. In the FRP it was assumed that the Centre for Mountain Studies (CMS) would transfer to the Executive Office of UHI in February 2026. Discussions are continuing and the full year income and costs have been included for this report, this will be adjusted in future reports when there is more certainty.

11. At 3 March 2026 we have 22,281 FE credits in 2025/26 with no additional funding, against a target of 22,050. There are 1,591 HE FTEs, 63 FTE above the target of 1,528 and there are 85 FTE relating to the controlled numbers.

Forecast Income Variances:

SFC/RSB Grants	£'000
25/26 Revised budget	**1,015**
SFC grant for RDEL £649k + CDEL £19.5k	669
48% FE NI increase differential per FE statement	3
1.25% suppport staff pay award funding to be received from SG	85
CMS anticipated income from Feb to July 2026	67
Research funding income	19
Budget overstatement £49k mental health and £6k sanitary funding	(55)
Lower academic pay award funding (confirmed by EO) than budgeted	(41)
Unbudgeted Tay Cities Deal for ATC09 relating to 24/25	120
Unbudgeted 2025/26 Tay Cities income received	14
Removed Resource Group Funding from SFC on basis this is advance of grant - TBC	(489)
Anticipated grant funding for Campus Co-ordinator	54
Forecast at 31/1/26	**1,460**

HE Teaching Grants	£'000
25/26 Revised budget	**7,549**
Additional income from controlled numbers	46
13 FTE grant increase over FRP target	55
Forecast at 31/1/26	**7,651**

Tuition Fees	£'000
25/26 Revised budget	**2,707**
Postgraduate fees self financing	172
Postgraduate fees SAAS funded	91
Open learning income	20
Increased tuition fee - HE part-time	162
Tuition fee element of FRP target of £302K for (50 +13 FTEs)	115
SAS tuition income for 24/25	83
Forecast at 31/1/26	**3,351**

Other Academic Income	£'000
25/26 Revised budget	**535**
Unbudgeted CMS research projects income	127
AMET income to Brunei for 6 students X £3.5k not budgeted for ATC09 Short Course	21
Additional income due from welding and fabrication and other short courses.	12
Unbudgeted transition short course income for SSE in ATC09	10
Anticipated World host course income of £20k expected in March for ASC06	20
Increased commercial income in the period	8
Low demand for Building Environment and Automotive Engineering Short courses	(7)
Low demand for Business Short Courses (ASC07)	(7)
Forecast at 31/1/26	**720**

Catering/Residences income	£'000
25/26 Revised budget	**1,281**
Increased catering and hospitality income	10
Residency income reduction in alignment with anticipated income in the financial year	(100)
Forecast at 31/12/25	**1,191**

ASW	£'000
25/26 Revised budget	**906**
Reduced income - pay as you go for gym and climbing	(134)
Forecast at 31/1/26	**772**

Staff costs

12. The variations in staff costs are shown in the table below. An explanation of the reason for the variance is discussed in paragraph 8 above.

	Baseline	FRP	Revised	Forecast	Variance
Staff Costs	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Payroll Costs	18,335	(679)	17,656	17,819	(163)
Contracts & Timesheet	858	(309)	549	613	(64)
VS & Pension Strain	0	123	123	131	(8)
TOTAL STAFF COSTS	**19,193**	**(865)**	**18,328**	**18,563**	**(235)**

Non-staff costs

	Baseline Budget 25/26	FRP Adjustments	Revised Budget 25/26	Forecast	Variance
Non-Staff Costs	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**
Travel & Subsistence	140	(14)	126	178	(53)
Training & Other Staff Costs	102		102	137	(35)
Course Costs & Exam Fees	1,920		1,920	2,013	(93)
Supplies & Services	1,861	(5)	1,856	2,272	(415)
ICT	619	(134)	485	455	30
Property Costs	1,844	(238)	1,606	1,543	63
Legal & Admin	595	(72)	523	629	(106)
Bursary Costs	2,410		2,410	2,410	0
Finance Costs	84		84	146	(62)
TOTAL NON-STAFF COSTS	**9,576**	**(463)**	**9,113**	**9,784**	**(670)**

13. The adverse variances in Supplies and Services and Legal & Admin are discussed in paragraph 8. Other overspends relate to:

- Travel and Subsistence – travel and accommodation costs relating to Resource Group.
- Training & Other Staff Costs – recruitment costs and agency commission.
- Course Costs & Exam Fees – increase in material costs, invoice for delivery of BSc Sport and Fitness not budgeted for.
- Finance Costs - additional audit fees of £53k over and above the £25k accrual made in 2024/25 relating to financial years 2022/23, 2023/24 and 2024/25. This is currently being disputed with Deloitte and discussions are ongoing.

Capital budget

14. It has been estimated that £150k will be spent from CDEL on estates related capital during 2025/26.

15. The College is in the process of applying for SFC emergency capital funding to carry out repairs to the flooded lecture theatre and IT suite. The Committee will be kept informed of the progress with this.

FRP monitoring

16. The Recovery Plan Monitoring Committee is scheduled to meet monthly and reports on progress to the Board. The Committee monitors finance, timescales and risk. The tables below show the forecast against budgeted income growth and staff cost and non-staff cost savings per the proposals in the FRP.

	Budget 25/26	Forecast 31/01/26	Variance
INCOME GROWTH	**£'000**	**£'000**	**£'000**
Curriculum			
Increase HE numbers	302	380	78
Short courses	92	101	9
Estates			
Goodlyburn theatre	2	2	0
ASW - increased fees	30	0	(30)
ASW - new memberships	11	0	(11)
ASW - increased sports hall income	5	0	(5)
Other			0
Resource Group Funding	489	0	(489)
Total Income Growth	**931**	**483**	**(448)**

- The College has achieved an increase of 63 HE FTEs against the original target of 50 additional FTEs.
- After an analysis and correction of the coding against short courses in the Finance system, this category is now reporting an improved position of £9k over the original target.

- Total income for ASW is forecast to be less than budget. A detailed review of this department is currently underway.
- The additional SFC grant for Resource Group costs has been taken out as discussed in paragraph 6 of this report.

	Budget 25/26	Forecast 31/01/26	Variance
NON-STAFF COSTS	**£'000**	**£'000**	**£'000**
ICT - reduced spend	64	113	49
ICT - re-profile spend	70	70	0
Estates reduced spend	25	14	(12)
Estates - reprofile planned maintenance	200	200	0
HR - reduced spend	45	26	(19)
Legal budget - reduced spend	10	(20)	(30)
Consultancy - reduced spend	17	15	(2)
Energy usage - reduced spend	16	16	0
UHI microram - net receiver	87	87	0
Centre for Mountain Studies	96	96	0
Total Non-Staff Cost Savings	**630**	**617**	**(13)**

- Estates reduced spend – the £12k overspend is due to lower than forecast contract savings.
- Estates reprofiled planned maintenance - the RSB CFO confirmed that UHI Perth would still receive the same allocation of CDEL for estates maintenance even though we are aiming to spend £200k less.
- Legal budget reduced spend - savings of £10k not achievable due to the forecast overspend.
- Centre for Mountain Studies - in the FRP it was assumed that the Centre for Mountain Studies (CMS) would transfer to the Executive Office of UHI in February 2026. Discussions are continuing and the full year income and costs have been included for this report. This will be adjusted in future reports when there is more certainty.

	Budget 25/26	Forecast 31/01/26	Variance	Budget 25/26	Forecast 31/01/26	Variance
STAFF COSTS	**£'000**	**£'000**	**£'000**	**FTE**	**FTE**	**FTE**
Vacant posts - non management	172	176	4	4	4	0
Management restructure	343	415	72	5	5	0
Voluntary severance & strain costs - one-off	(123)	(131)	(8)			
Curriculum review	306	234	(72)			
Invigilators, readers and scribes	3	3	0			
Total Staff Cost Savings	**701**	**697**	**(4)**	**9**	**9**	**0**

- Overall, staff cost savings are slightly under what has been forecast.

Cashflow

17. At 31 January 2026 there was cash in the bank of £3,198k. The table in appendix 2 shows the most up-to-date cashflow position reported to the RSB on 15 February 2026 against the cashflow in the FRP. The main differences between budget and actual are noted in the appendix.

18. It should be noted that the SFC provided £1.5m advance of grant in 2024/25 that will be repaid when UHI Perth is in a position to do so. The SFC also allowed 2025/26 grant funding to be drawn down early within agreed limits. In December 2025 the SFC Board agreed to provide £500k advance funding in support of the overall FRP to cover the period to April 2026.

Balance Sheet

19. A summary of the balance sheet at 31st January 2026 is provided below.

UHI Perth Balance Sheet	**YTD 31/01/2026 £000**	**Forecast 31/07/2026 £000**	**Prior Year 31/07/2025 £000**
Fixed Assets	48,691	48,585	48,691
Current Assets	3,930	2,000	2,495
Current Liabilities (amounts due within one year)	2,186	2,652	3,605
Creditors due greater than one year	4,262	4,006	4,258
Provisions	5,168	6,458	5,414
Total Net Assets	**41,005**	**37,469**	**37,909**
Reserves	**41,005**	**37,469**	**37,909**

- Current Assets at 31 January 2026 are higher as a result of cash received in January from SAAS for HE fees. This will reduce as the year progresses.
- Provisions at 31 January 2026 includes the SFC advance funding of £1.5m as per the external auditor's direction. SFC has confirmed that this can be repaid when the College is in a stronger financial position, so in reality this advance will not be repaid within the year.
- Provisions for the full year forecast also includes the potential repayment of the Resource Group grant as discussed previously in this report.

20. The aged debtors report at 31 January 2026 totals £890k. Of this balance, £427k is 3 months old or less, with the remaining £463k dating back to prior periods. The largest balances are shown below:
    - Perth & Kinross Council - £149,722 – the Board has given approval for this debt to be written off, we are awaiting SFC approval.
    - Henan University of Urban Construction - £204,000 – this debt was due in February 2026 and is currently being chased.

- There are various invoices relating to students paying their fees using payment plans which the Finance Team continues to monitor.

Key Risks

21. The key risks to the budget that could make a significant impact are:
    - ASW income – local competitors offering discounts may impact on the membership and customer numbers in ASW, which then affects income.
    - Contract and timesheet costs - the level of cover required depends on the level of staff absence, which is out with our control. We can look at more innovative ways of delivery.
    - Estates and maintenance – ICT is on break-fix and we have reduced spend on our estate. However, there is a risk that emergency spend will be required on these areas to replace essential equipment and infrastructure.
    - Legal and admin – with the HR Director leaving on voluntary severance it may be necessary to take more legal advice for complex HR-related matters.
    - The current discussions with SFC regarding the status of the grant relating to Resource Group costs will have an adverse effect on the success of the FRP.

Appendix 1 – Financial forecast to 31 July 2026 at 31 January 2026

	Baseline Budget 25/26	FRP Adjustments	Revised Budget 25/26	Forecast	Variance		YTD Budget	YTD Actual	Variance
Income	**£'000**	**£'000**	**£'000**	**£'000**	**£'000**		**£'000**	**£'000**	**£'000**
Academic									
FE Teaching Grant	8,750		8,750	8,701	(48)		4,375	4,908	534
Student Support	2,410		2,410	2,410	0		1,205	1,321	116
SFC/RSB Grants	612	403	1,015	1,460	445		643	1,047	404
HE Teaching Grants	7,251	298	7,549	7,651	101		3,771	3,397	(374)
Tuition Fees	2,616	91	2,707	3,351	644		1,962	3,110	1,148
SDS Contracts	511		511	514	3		256	193	(62)
International Income	1,473		1,473	1,454	(19)		737	1,129	393
Other Income	443	92	535	720	185		288	265	(23)
Total Academic Income	**24,066**	**884**	**24,950**	**26,262**	**1,311**		**13,237**	**15,371**	**2,135**
Commercial									
Catering/Residences	1,281		1,281	1,191	(90)		613	815	202
Other Income	70	2	72	79	7		40	22	(17)
ASW	860	46	906	772	(134)		491	412	(79)
Total Commercial Income	**2,211**	**48**	**2,259**	**2,042**	**(218)**		**1,143**	**1,249**	**105**
TOTAL INCOME	**26,277**	**932**	**27,209**	**28,303**	**1,094**		**14,380**	**16,620**	**2,240**
Staff Costs									
Staff Costs	18,335	(679)	17,656	17,819	(163)		8,921	8,811	110
Contracts & Timesheet	858	(309)	549	613	(64)		274	256	18
VS & Pension Strain	0	123	123	131	(8)		123	54	68
TOTAL STAFF COSTS	**19,193**	**(865)**	**18,328**	**18,563**	**(235)**		**9,317**	**9,121**	**197**
Non-Staff Costs									
Travel & Subsistence	140	(14)	126	178	(53)		63	57	6
Training & Other staff costs	102		102	137	(35)		61	72	(11)
Course costs & exam fees	1,920		1,920	2,013	(93)		1,125	991	134
Supplies & Services	1,861	(5)	1,856	2,272	(415)		1,023	898	126
ICT	619	(134)	485	455	30		455	288	167
Property costs	1,844	(238)	1,606	1,543	63		882	623	259
Legal & Admin	595	(72)	523	629	(106)		289	205	84
Bursary costs	2,410		2,410	2,410	0		1,189	1,317	(129)
Finance costs	84		84	146	(62)		64	(47)	111
TOTAL NON-STAFF COSTS	**9,576**	**(463)**	**9,113**	**9,784**	**(670)**		**5,151**	**4,404**	**748**
TOTAL COST	**28,769**	**(1,328)**	**27,441**	**28,347**	**(905)**		**14,468**	**13,524**	**944**
OPERATING NET (DEFICIT)/SURPLUS	**(2,492)**	**2,260**	**(232)**	**(43)**	**(188)**		**(88)**	**3,096**	**(3,184)**

Appendix 2 – Cashflow forecast to 31 July 2026 at 15 February 2026

Per Financial Recovery Plan

2025/26	Aug-25 £000	Sep-25 £000	Oct-25 £000	Nov-25 £000	Dec-25 £000	Jan-26 £000	Feb-26 £000	Mar-26 £000	Apr-26 £000	May-26 £000	Jun-26 £000	Jul-26 £000
Income	2,007	2,609	3,435	1,985	2,094	1,841	2,361	2,263	2,442	1,980	1,938	2,515
Staff	-1,483	-1,600	-1,538	-1,560	-1,733	-1,540	-1,530	-1,588	-1,526	-1,526	-1,587	-1,526
Non-Staff	-274	-723	-1,889	-650	-1,102	-936	-624	-1,123	-641	-564	-620	-386
Total cashflow	**251**	**286**	**8**	**-225**	**-741**	**-635**	**207**	**-448**	**274**	**-111**	**-269**	**603**
Opening balance	1,712	1,963	2,249	2,257	2,032	1,291	656	863	415	689	578	309
Movement	251	286	8	-225	-741	-635	207	-448	274	-111	-269	603
Closing Balance	**1,963**	**2,249**	**2,257**	**2,032**	**1,291**	**656**	**863**	**415**	**689**	**578**	**309**	**912**

Per cashflow return submitted to the SFC on 15 February 2026

	Actuals						Forecasts					
2025/26	Aug-25 £000	Sep-25 £000	Oct-25 £000	Nov-25 £000	Dec-25 £000	Jan-26 £000	Feb-26 £000	Mar-26 £000	Apr-26 £000	May-26 £000	Jun-26 £000	Jul-26 £000
Income	1,990	2,376	3,222	2,069	1,853	3,989	1,626	1,369	2,487	2,080	2,037	2,413
Staff	(1,501)	(1,525)	(1,589)	(1,559)	(1,559)	(1,573)	(1,758)	(1,589)	(1,526)	(1,526)	(1,587)	(1,526)
Non-staff	(422)	(637)	(986)	(598)	(1,468)	(596)	(1,198)	(943)	(686)	(572)	(627)	(636)
Total cashflow	**67**	**214**	**647**	**(88)**	**(1,174)**	**1,820**	**(1,330)**	**(1,163)**	**275**	**(18)**	**(177)**	**251**
Opening balance	1,712	1,779	1,993	2,640	2,552	1,378	3,198	1,868	705	980	962	785
Movement	67	214	647	(88)	(1,174)	1,820	(1,330)	(1,163)	275	(18)	(177)	251
Closing Balance	**1,779**	**1,993**	**2,640**	**2,552**	**1,378**	**3,198**	**1,868**	**705**	**980**	**962**	**785**	**1,036**

In the first six months of the financial year the main differences between forecast and actual are:

- Income is now ahead due to phasing of tuition fees, SAAS funding was received in January but phased over the year.
- Originally assumed pay awards would be made from September – est £57k each month. Pay award will apply from January with back pay in February.
- Originally expected clawback of £990k to be paid in October, £705k repaid in February.
- £245k expected from SFC in September, plus additional £60k in November for the Resource Group. SFC agreed in December to provide £500k advance funding in support of the overall FRP to cover the period to April 2026. This was received in February.
- Payment to Resource Group made in December but funding from SFC to offset this as noted above not received until February.
- £123k pension strain not in the original cashflow.
- BSc Sports Degree payment for course fees included in January but now expected to be March c£300k.

Paper No. 4

Name of Committee	Finance and Resources Committee
Subject	UHI Perth Mid-Year Review 2025/26
Date of Committee meeting	10/03/2026
Author	Gail Dunn, Chief Financial Officer Fiona Cameron, Interim Director of Finance Yemi Orioge, Finance Manager
Date paper prepared	05/03/2026
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	UHI Perth is required to submit a mid-year review (MYR) to Scottish Funding Council on an annual basis. The report reflects the same results as the Budget and Financial Forecast paper. Finance proposes to submit a deficit of £43k for the year end result.
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	☐ For information ☐ For discussion ☐ For endorsement ☒ For approval ☐ Recommended with guidance (please provide further information, below)
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? Authors must identify: (a) the relevant risk(s) from the ERM Risk Register linked to the paper; and (b) the Board-approved risk	Yes (a) This is a requirement of governance within the Financial Memorandum. (b) Minimal risk appetite.

appetite level for each associated risk. If yes, please provide details	
Strategic Impact Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership: [Strategic-Plan-2022-27.pdf] If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.	Financial Sustainability
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No
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.

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	☐	Its disclosure would substantially prejudice the effective conduct of public affairs	☐
Its disclosure would substantially prejudice the commercial interests of any person or organisation	☐	Its disclosure would constitute a breach of confidence actionable in court	☐
Its disclosure would constitute a breach of the Data Protection Act	☐	Other [please give further details] Click or tap here to enter text.	☐

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

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

and

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

Mid-Year Return 2025-26

College	UHI Perth
Contact	
Telephone	
Email:	

DECLARATION:	The attached worksheets represent an update on the financial forecasts for the College, based on the actual financial results for the year to date and other relevant information. I consider the revised forecasts to be a reasonable assessment of the College's projected financial position at the end of this academic year in the light of the information available to me.

Signed:	
	Principal
Date:	

UHI Perth

	FFR 2025-26	MYR 2025-26	Variance	Variance	Explanation for variance
Statement of Comprehensive income and expenditure (Consolidated)	£000	£000	%	£	
INCOME					
Tuition fees and education contracts	5,267	6,005	14.0%	738	
Funding council/RSB grants	17,076	17,511	2.5%	435	
Research grants and contracts	651	675	3.7%	24	
Other income	4,215	4,364	3.5%	149	
Investment income	0	0		0	
Total income before donations and endowments	**27,209**	**28,555**	4.9%	1,346	
Donations and endowments	0	0		0	
Total income	**27,209**	**28,555**	4.9%	1,346	
EXPENDITURE					
Staff costs	18,731	18,975	1.3%	244	
Staff costs - exceptional restructuring costs	123	131	6.5%	8	
Exceptional costs - non-staff	0	0		0	
Other operating expenses	9,112	9,783	7.4%	671	
Donation to Arms Length Foundation	0	0		0	
Depreciation	1,686	2,249	33.4%	563	
Interest and other finance costs	0	0		0	
Total expenditure	**29,652**	**31,138**	5.0%	1,486	
Surplus/(deficit) before other gains and losses and share of operating surplus/deficit of joint ventures and associates	**(2,443)**	**(2,583)**	5.7%	-140	
Gain/(loss) on disposal of fixed assets	0	0		0	
Gain/(loss) on investments	0	0		0	
Share of operating surplus/(deficit) in joint venture(s)	0	0		0	
Share of operating surplus/(deficit) in associate(s)	0	0		0	
Surplus/(deficit) before tax	**(2,443)**	**(2,583)**	5.7%	-140	
Other taxation	0	0		0	
Surplus/(deficit) for the year	**(2,443)**	**(2,583)**	5.7%	-140	
Unrealised surplus on revaluation of land and buildings	0	0		0	
Actuarial (loss)/gain in respect of pension schemes	0	0		0	
Other comprehensive income	0	0		0	
Total comprehensive income for the year	**(2,443)**	**(2,583)**	5.7%	-140	

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INCOME		FFR 2025-26 £000	MYR 2025-26 £000	Variance %	Variance £	Explanation for variance
1 Tuition fees and education contracts						
	a) FE - UK	0	0		0	
	b) FE - EU	0	0		0	
	c) HE	2,616	3,351	28.1%	735	£263K Unbudgeted Postgraduate income, £277k increased tuition income, £83K SAS Tuition recognised relating to 24/25 and £20k Open learning income and other tuition income increase.
	d) Non-EU	0	0		0	
	e) SDS contracts	511	514	0.6%	3	
	f) Education contracts	0	0		0	
	g) Other	2,140	2,140	0.0%	0	
Total tuition fees and education contracts		**5,267**	**6,005**	14.0%	738	
2 SFC / RSB Grants						
	a) SFC / RSB FE recurrent grant (including fee waiver)	8,750	8,701	-0.6%	-49	
	b) UHI recurrent grant - HE provision	7,347	7,651	4.1%	304	Forecasting for additional 13 FTE, plus wellbeing & sport grant not included in FFR
	c) FE Childcare funds	200	200	0.0%	0	
	d) Release of SFC / RSB deferred capital grants	0	0		0	
	e) SFC capital grant	0	0		0	
	f) SFC grant for NPD	0	0		0	
	g) Other SFC / RSB grants - FE provision	559	739	32.2%	180	FFR of £559k included £489k from SFC re AST, this has now been shown as liquidity support only, in additon forecast now includes £649k confirmed RDEL funding which was not confirmed for FFR submission
	h) Other UHI grants - HE provision	220	220	0.0%	0	
Total SFC / RSB Grants		**17,076**	**17,511**	2.5%	435	
3 Research grants and contracts						
	a) European Commission	0	0		0	
	b) Other grants and contracts	651	675	3.7%	24	FFR numbers were based on centre for mountain studies transferring at end of Feb. Forecast assumes full year of centre for mountain studies as transfer has not happened as yet.
Total research grants and contracts		**651**	**675**	3.7%	24	
4 Other Income						
	a) Catering and residences	1,281	1,191	-7.0%	-90	Residency forecast aligned to reflect anticipated income in the financial year.
	b) Other European Income	0	0		0	
	c) Other income generating activities	1,517	1,467	-3.3%	-50	
	d) Grants from ALF	0	0		0	
	i) Revenue	0	0		0	
	II) Capital	0	0		0	
	e) Non-government capital grant	0	0		0	
	f) Other grant income	0	0		0	
	g) Release of non-SFC government deferred capital grant	0	252		252	Had not made provision for this in FFR
	h) Other income	1,417	1,454	2.6%	37	
Total other income		**4,215**	**4,364**	3.5%	149	
5 Investment income						
	a) Investment income on endowments	0	0		0	
	b) Investment income on restricted reserves	0	0		0	
	c) Other investment income	0	0		0	
	d) Other interest receivable	0	0		0	
	e) Net return on pension scheme				0	
Total investment income		0	0		0	
6 Donations and endowment income						
	a) New endowments	0	0		0	
	b) Donations with restrictions	0	0		0	
	c) Unrestricted donations	0	0		0	
Total donation and endowment income		0	0		0	

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EXPENDITURE

			FFR 2025-26	MYR 2025-26	Variance	Variance	Explanation for variance
STAFF COSTS			**£000**	**£000**	**%**	**£**	
1	Teaching departments		12,709	12,768	0.5%	59	
2	Teaching support services		1,230	1,267	3.0%	37	
3	Other support services		0	0		0	
4	Administration and central services		2,500	2,384	-4.6%	-116	Additonal savings due to staff leaving earlier than budgeted for in FRP plus reallocation of team member from admin to premises
5	Premises		845	923	9.2%	78	Further restructure has moved a member of staff from admin to premises.
6	Catering and residences		0	0		0	
7	Other income generating activities		574	578	0.7%	4	
8	Other staff costs		873	1,055	20.8%	182	FFR reported 50% staff cost for Centre for Mountain Studies as expected area to transfer in Feb 26, but currently forecasting full year costs as no final decision has been made at this stage.
9	Impact of FRS 102 pensions reported costs (less contributions paid included above)					0	
	Normal staff costs		**18,731**	**18,975**	1.3%	244	
10	Exceptional restructuring costs		123	131	6.5%	8	Additional cost is due to staff reduction planned in Year 2 of FRP, being brought forward to Year 1
	Total staff costs		**18,854**	**19,106**	1.3%	252	**overall staff costs variance explained by increased pay award, offset by earlier than forecast staff savings**
Additional breakdown of staff costs							
	Salaries		14,025	14,233	1.5%	208	**Unplanned 1.25% support staff pay award, pay award and back pay recalculation, increased cost resulting from maternity covers and various staff changes.**
	Social security costs		1,799	1,802	0.2%	3	
	Pension contributions		2,907	2,940	1.1%	33	**Increased pension contribution in line with staff cost changes.**
	Non-cash pension adjustments - net service cost					0	
	Non-cash pension adjustments - early retirement provision					0	
	Severance payments		123	131	6.5%	8	
	Total staff costs		**18,854**	**19,106**	1.3%	252	
NON-STAFF COSTS							
1	**Exceptional costs - non-staff**		0	0		0	
2	**Other operating expenses**	a) Teaching departments	1,887	2,012	6.6%	125	
		b) Teaching support services	2,715	2,716	0.0%	1	
		c) Other support services	0	0		0	
		d) Administration and central services	1,644	2,145	30.5%	501	Additional costs provision for flood damage, and IT
		e) General education	0	0		0	
		f) Premises	**1,603**	**1,543**	-3.7%	-60	
		(i) Maintenance	494	550	11.3%	56	Savings from deferral of summer refurbishment.
		(ii) Utilities	956	876	-8.4%	-80	Savings on utility costs
		(iii) Other	153	117	-23.5%	-36	Additional savings from deferring Electric Vehicle Project.
		g) Catering and residences	1,049	1,076	2.6%	27	
		h) Other income generating activities	103	98	-4.9%	-5	
		i) Overspend on student support funds *	0	0		0	
		j) Planned maintenance	0	0		0	
		k) Movement on early retirement pension provision	0	0		0	
		l) NPD	0	0		0	
		m) Other	111	193	73.9%	82	Increase due to recruitment agency commission, consultancy spend for research project and unplanned equipment cost for De Ter project, which is offset by additional income
	Total other operating expenses		9,112	9,783	7.4%	671	
3	**Depreciation**	a) Government funded assets	1,686	2,249	33.4%	563	more accurate calculation of depreciation
		b) Non-government funded assets	0	0		0	
		c) NPD funded assets	0	0		0	
	Total depreciation		1,686	2,249	33.4%	563	
4	**Interest**	a) On bank loans, overdrafts and other loans	0	0		0	
		b) Finance lease interest	0	0		0	
		b) Other	0	0		0	
		c) Net charge on pension scheme				0	
		d) NPD interest	0	0		0	
	Total interest		0	0		0	

* Includes any overspend on bursaries, discretionary funds, and student funds received from SAAS, but excludes childcare funds.

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		FFR 2025-26 FTE	MYR 2025-26 FTE
	ANNUAL STAFFING EFFICIENCIES (savings reflected in MYR)		
1	FTE Staff reduction - vacancy management	4	4
	FTE Staff reduction - voluntary severance (related restructuring costs to be set out in section 2 below)	5	5
	FTE Staff reduction - compulsory redundancy (redundancy costs to be set out in section 2 below)	0	0
	Staff reduction - total	9	9
		£000	**£000**
2	Voluntary severance costs	123	131
	Compulsory redundancy costs	0	0
	Total	123	131
	CHECK - Staff restructuring costs per SOCIE	123	131
3	**NON-STAFF COST EFFICIENCIES (savings reflected in FFR)**	0	0

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ADJUSTED OPERATING RESULT	FFR 2025-26 £000	MYR 2025-26 £000	Variance %	Variance £	Explanation for variance
Surplus/(deficit) before other gains and losses and share of operating surplus/deficit of joint ventures and associates	**(2,443)**	**(2,583)**	5.7%	-140	
Add:					
Total depreciation (Government-funded, privately funded and NPD-funded assets) net of deferred capital grant release *(incorporated colleges only)*	1,686	1,997	18.4%	311	more accurate depreciation calculation and release of deferred capital grant.
Exceptional non-restructuring items (e.g. impairment costs)	0	0		0	
Donation to Arms-Length Foundation (incorporated colleges only)	0	0		0	
Non-cash pension adjustment - net service cost				0	
Non-cash pension adjustment - ERP				0	
Non-cash pension adjustment -net interest costs				0	
Costs of support staff and middle management job evaluation exercise not matched by revenue	525	543	3.4%	18	increase based on actual pay award rather than budgeted pay award.
Deduct:					
Non-Government capital grants (e.g. ALF capital grant)	0	0		0	
Exceptional income (if disclosed as exceptional in accounts)	0	0		0	
Revenue budget allocated to loan repayments and other capital items *(incorporated colleges only)*	0	0		0	
NPD payments to reduce NPD balance sheet debt	0	0		0	
Adjusted operating result	**(232)**	**(43)**	-81.5%	189	

Revenue budget allocated to non-revenue expenditure *(incorporated colleges)* :

Loan repayments	0	0		0
NPD / PFI repayments	0	0		0
Estates costs	0	0		0
Provisions pre 1 April 2014	0	0		0
	0	**0**		

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	Balance Sheet		FFR 2025-26	MYR 2025-26	Variance	Variance	Explanation for variance
			£000	£000	%	£	
1	Non-current assets	a) Intangible assets	0	0		0	
		b) Fixed assets	45,469	48,585	6.9%	3,116	**ln't taken account of release from revaluation reserve on original submissi**
		c) Investments	0	0		0	
	Total non-current assets		**45,469**	**48,585**	6.9%	3,116	
2	Current assets	a) Stock	0	0		0	
		b) Debtors	964	964	0.0%	0	
		c) Investments	0	0		0	
		d) Cash and cash equivalents	912	1,036	13.6%	124	
		e) Other (e.g. assets for resale)	0	0		0	
	Total current assets		**1,876**	**2,000**	6.6%	124	
3	Creditors: amounts falling due within one year	a) Bank loans and external borrowing	0	0		0	
		b) Bank overdrafts	0	0		0	
		c) Lennartz creditor	0	0		0	
		d) Obligations under finance leases and service concessions	0	0		0	
		e) Payments received in advance	0	0		0	
		f) Amounts owed to Funding Council	0	0		0	
		g) Obligations under PFI/NPD	0	0		0	
		h) Deferred capital grant	0	0		0	
		i) Other creditors and accruals	3,787	2,652	-30.0%	-1,135	**sion did not take account of reduced clawback figures for year end forecast**
	Total creditors < 1year		**3,787**	**2,652**	-30.0%	-1,135	
	Share of net assets/(liabilities) in associate		0	0		0	
	NET CURRENT ASSETS/LIABILITIES		**(1,911)**	**(652)**	-65.9%	1,259	
	TOTAL ASSETS LESS CURRENT LIABILITIES		**43,558**	**47,933**	10.0%	4,375	
4	Creditors: amounts falling due after more than one year	a) Local authority loans	0	0		0	
		b) Bank loans and external borrowing	0	0		0	
		c) Lennartz creditor	0	0		0	
		d) Finance leases and service concessions	0	0		0	
		e) Obligations under PFI/NPD	0	0		0	
		f) Deferred capital grant	4,523	4,006		-517	**updated following year end adjustments and updated forecast**
		g) Amounts repayable to Funding Council	1,500	2,000	33.3%	500	**ditional grant funding received in year, had assumed additional income in F**
		h) Other creditors	0	0		0	
	Total creditors >1 year		**6,023**	**6,006**	-0.3%		
						-17	
5	Provisions	a) Pension provisions	798	700	-12.3%	-98	**realigned to actual year end position**
		c) Other	3,740	3,758	0.5%	18	**small increase in line with actual pay award**
	Total provisions		**4,538**	**4,458**	-1.8%	-80	
	TOTAL NET ASSETS		**32,997**	**37,469**	13.6%	4,472	
9	Restricted Reserves	a) Endowment Reserve	0	0		0	
		b) Restricted Reserve	0	0		0	
10	Unrestricted reserves	a) Income and Expenditure Reserve	(2,016)	1,873	-192.9%	3,889	**FRP did not take account of transfers from Reval reserve to I&E Reserve**
		b) Revaluation reserve	35,013	35,596	1.7%	583	
11	Non-controlling interest		0	0		0	
	TOTAL RESERVES		**32,997**	**37,469**	13.6%	4,472	

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LIQUIDITY ANALYSIS			FFR 2025-26 £000	MYR 2025-26 £000	I-------------Variance------------I £000	%
1 **Current assets**	a)	Stocks	0	0	0	
	b)	Debtors	964	964	0	**0%**
	c)	Investments	0	0	0	
	d)	Cash and cash equivalents	912	1,036	(124)	**(12%)**
Total Current Assets			**1,876**	**2,000**	(124)	**(6%)**
2 **Less Creditors: Amounts falling due within one year excl Deferred Capital Grants**						
	a)	Bank loans and external borrowing	0	0	0	
	b)	Bank overdrafts	0	0	0	
	c)	Lennartz creditor	0	0	0	
	d)	Obligations under finance leases and service concessions	0	0	0	
	e)	Payments received in advance	0	0	0	
	f)	Amounts owed to SFC	0	0	0	
	g)	Obligations under PFI / NPD (Unfunded Only)	0	0	0	
	h)	Other creditors and accruals	3,787	2,652	1,135	**43%**
Total Creditors: Amounts falling due within one year excl Deferred Capital Grants			**3,787**	**2,652**	1,135	**43%**
Liquidity position (Baseline Cash)			**(1,911)**	**(652)**	(1,259)	**193%**
Liquidity ratio			**0.50**	**0.75**	(0)	

ADDITIONAL INFORMATION

	FFR 2025-26 £000	MYR 2025-26 £000	Variance £000
Longer Term Obligations under PFI / NPD (Unfunded Only)	0	0	0
Other Longer Term Liabilities in Balance Sheet resulting in cash outflows	0	2,000	(2,000)
Other Cash Commitments not included in Balance Sheet	0	0	0
Liquidity position less Longer Term Cash Liabilities/Commitments	**(1,911)**	**(2,652)**	741

3 Breakdown of cash and cash equivalents

Figure per balance sheet	**912**	**1,036**
Representing:		
Funds from disposal of fixed assets	0	0
Funds held for third parties	0	0
Student support funds	0	0
Funds due to be returned to SFC	0	0
Other restricted funds	0	0
Underlying cash	912	1036
	912	**1,036**

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Cashflow	**FFR 2025-26 £000**	**MYR 2025-26 £000**	**Variance %**	**Variance £**	**Explanation for variance**
1 Cash flow from operating activities					
a) Surplus / (deficit) for the year	-2443	-2583	6%	-140	
2 Adjustment for non-cash items					
a) Depreciation	1,686	2,249	33%	563	depreciation had been based on previous years, a more accurate expectation of depreciation calculated.
b) Amortisation of intangibles	0	0		0	
c) Benefit on acquisition	0	0		0	
d) Amortisation of goodwill	0	0		0	
e) Loss / (gain) on investments	0	0		0	
f) Decrease / (increase) in stock	0	0		0	
g) Decrease / (increase) in debtors	(146)	(185)	27%	-39	
h) Increase / (decrease) in creditors	(422)	(705)	67%	-283	includes additional funds from SFC, assumed to be re
i) Increase / (decrease) in pension provision	0	0		0	
j) Increase / (decrease in other provisions	525	543	3%	18	provision increased in line with actual pay awards
k) Receipt of donated equipment	0	0		0	
l) Share of operating surplus / (deficit) in joint venture	0	0		0	
m) Share of operating surplus / (deficit) in associate	0	0		0	
n) Other	0			0	
Total adjustment for non-cash items	1,643	1,902	16%	259	
3 Adjustment for investing or financing activities					
a) Investment income	0	0		0	
b) Interest payable	0	0		0	
c) Endowment income	0	0		0	
d) Loss / (gain) on the sale of assets	0	0		0	
e) Capital grant income	0	0		0	
Total adjustment for investing or financing activities	0	0		0	
4 Net cash inflow from operating activities	**(800)**	**(681)**	(15%)	119	
5 Cash flow from investing activities					
a) Proceeds from sales of fixed assets	0	0		0	
b) Proceeds from sales of intangible assets	0	0		0	
c) Capital grants receipts	0	0		0	
d) Disposal of non-current asset investments	0	0		0	
e) Withdrawal of deposits	0	0		0	
f) Investment income	0	0		0	
g) Payments made to acquire fixed assets	0	0		0	
h) Payments made to acquire intangible assets	0	0		0	
i) New non-current asset investments	0	0		0	
j) New deposits	0	0		0	
Total cash flows from investing activities	0	0		0	
6 Cash flows from financing activities					
a) Interest paid	0	0		0	
b) Interest element of finance lease and service concession	0	0		0	
c) Endowment cash received	0	0		0	
d) New secured loans	0	0		0	
e) New unsecured loans	0	0		0	
f) Repayments of amounts borrowed	0	0		0	
g) Capital element of finance lease and service concession payments	0	0		0	
Total cash flows from financing activities	0	0		0	
7 (Decrease) / increase in cash and cash equivalents in the year	(800.00)	(681)	(15%)	119	
8 Cash and cash equivalents at beginning of the year	1,712	1,717	0%	5	
9 Cash and cash equivalents at the end of the year	912	1,036	14%	124	

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Capital Expenditure Projects and Forecast Methods of Financing	FFR 2025-26 £000	MYR 2025-26 £000	Variance %	Variance £
Expenditure:				
Land & Buildings	0	0		0
Equipment & Others	0	150		150
	0	150		150
Financed by:				
Cash reserves	0	0		0
Arms Length Foundation	0	0		0
Leasing	0	0		0
SFC/RSB grant	0	150		150
Re-investment of proceeds from disposal of assets *	0	0		0
Non-SFC/RSB grants	0	0		0
PFI/NPD	0	0		0
Other - please specify if material	0	0		0
	0	150		150

* to be included only where this has been agreed by SFC

	FFR 2025-26 £000	MYR 2025-26 £000
Capital disposals		
Disposal proceeds:		
Asset description	0	0
Asset description	0	0
Asset description	0	0
Asset description	0	0
	0	0
Gain/(loss) on disposal:		
Asset description	0	0
Asset description	0	0
Asset description	0	0
Asset description	0	0
	0	0

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FINANCIAL SUMMARY

	FFR 2025-26 £000	MYR 2025-26 £000
Income ratios		
Total Income	27,209	28,555
Total Funding Council Grant (excluding release of deferred capital grant) as % of Total Income	63%	61%
Total non-Funding Council Grant (including release of SFC DCG) as % of Total Income	37%	39%
Total Education Contracts and Tuition Fees as % of Total Income	19%	21%
Total Research Grants and Contracts as % of Total Income	2%	2%
Total Other Income as % of Total Income	15%	15%
Expenditure ratios		
Total Expenditure	29,652	31,138
Salaries as % of Total Expenditure	63%	61%
Other operating costs as % of Total Expenditure	31%	31%
Depreciation/amortisation as % of Total Expenditure	6%	7%
Operating position		
Operating Surplus/(deficit)	(2,443)	(2,583)
Operating Surplus/(deficit) as % of Total Income	-9%	-9%
Adjusted operating surplus/(deficit)	(232)	(43)
Adjusted operating surplus/(deficit) as % of Total Income	-0.9%	-0.2%
Cash Position		
Cash and Current Asset Investments	912	1,036
Overdrafts	0	0
Days Ratio of Cash to Total Expenditure	12	13
Net cash inflow/(outflow) from operating activities	-800	-681
Net cash inflow/(outflow) from operating activities as % of Total Income	-2.9%	-2.4%
Balance Sheet strength		
Unrestricted reserves	(2,016)	1,873
Liquidity Ratio	0.50	0.75
Unrestricted reserves as % of Total Income	-7%	7%
Total borrowing (Overdrafts, Loans, Finance Leases, PFI/NPD)	0	0
Interest cover	#DIV/0!	#DIV/0!

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Committee Cover Sheet

Paper No. 5

Name of Committee	Finance and Resource Committee
Subject	Estates Update
Date of Committee meeting	10/03/2026
Author	Dr David G Gourley
Date paper prepared	03/03/2026
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	The March 2025 Estates Report outlines a transition from a reactive, crisis-driven estates function to a more structured and accountable operating model. A new shared ownership framework has been introduced, clarifying that academic teams are responsible for specialist and curriculum-specific equipment, while Estates retains responsibility for infrastructure, statutory compliance and building fabric. Processes for room moves, maintenance requests and asset accountability are being formalised, with budgets realigned to support this approach. The aim is to reduce institutional risk, improve financial control and strengthen the student experience through more resilient estate management. Significant operational progress has been made following the October fire in the Brahan refectory kitchen. Damaged equipment has been removed, the space deep cleaned, and replacement equipment procured through the TUCO framework, with Bunzl / Lockharts identified as the most economically advantageous tender. The upgraded installation will restore full capacity while improving energy efficiency and operational resilience, subject to formal committee approval. The more substantial estates challenge relates to flooding in the Brahan Lecture Theatre and IT Suite. Independent investigations have confirmed groundwater ingress caused by rising water table pressures rather than internal plumbing failure. The issue has displaced large numbers of students, created timetable pressures and increased staffing costs. A £240,000 funding application has been submitted to the Scottish Funding

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Committee Cover Sheet

	Council to deliver an engineered waterproofing and drainage solution designed to provide long-term resilience. Without intervention, recurrence risk and operational disruption remain high. Planned capital works for 2025/26 total £169,832 (excluding VAT) and include fire suppression upgrades, boiler and ventilation works, car park resurfacing and workshop LEV repairs. This is separate from the estimated £550,000–£650,000 annual servicing and maintenance baseline. Key priorities for the coming year include developing the Infrastructure Vision and Statement of Need for SFC, improving estate data and utilisation monitoring, progressing energy reduction measures, supporting the Financial Recovery Plan and advancing the wider Campus Transformation Project.
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	☒ For information ☒ For discussion ☐ For endorsement ☐ For approval ☐ Recommended with guidance (please provide further information, below)
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? Authors must identify: (a) the relevant risk(s) from the ERM Risk Register linked to the paper; and (b) the Board-approved risk appetite level for each associated risk. If yes, please provide details	Yes Click or tap here to enter text.

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

Committee Cover Sheet

Freedom of Information

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Please select a justification from the list, below:

Its disclosure would substantially prejudice a programme of research	☐	Its disclosure would substantially prejudice the effective conduct of public affairs	☐
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and

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

UHI Perth Estates Report

March 2026

Purpose

This paper summarises the key issues in relation to the UHI Perth estate.

New Operating Model for Estates

- Move from “Estates owns everything” to shared ownership model
- Clear division of responsibility:
- Academic teams accountable for specialist equipment and curriculum-specific assets
- Estates accountable for infrastructure, fabric, compliance, and statutory obligations

Defined processes for:

- Room moves
- Asset responsibility
- Maintenance requests
- Budget alignment

Financial & Governance Changes

- Re-apportion budgets aligned to responsibility
- Triage and prioritisation of maintenance backlog
- Introduce clearer governance and risk oversight
- Reduce reactive spend and emergency interventions

Strategic Outcome

- Shift from reactive to resilient estate management
- Reduce institutional risk exposure
- Improve cost control and transparency
- Protect and enhance student experience
- Establish sustainable long-term estate governance

Recovery from Fire in Refectory

Following the fire in the Brahan kitchen on 31 October, significant progress has been made to restore operational capacity safely, efficiently and in line with insurance requirements.

Immediate Response & Remedial Works

- All fire-damaged equipment was safely isolated and removed.

- The kitchen has undergone a comprehensive deep clean to restore hygiene standards and ensure compliance with environmental health requirements.
- The existing canopy system has been reviewed, with a planned move toward equipment incorporating self-extraction systems, providing greater flexibility and future-proofing the layout.
- Works have been aligned with the College's insurance claim process to ensure appropriate cost recovery

Replacement Equipment Procurement

A full specification for replacement of fire-damaged kitchen equipment was prepared and issued to suppliers. The requirement forms part of the insurance claim for the Brahan Kitchen

Suppliers Invited to Quote

Supplier	Total Cost (Excl. VAT & Delivery)	Notes
Bunzl / Lockharts	£67,244.12	Includes full installation & delivery
CLR	£76,862.25	Alternative oven specification
Airdale	No quote	—
Nisbets	£66,409.93	Equipment only (no installation)

After evaluation, Bunzl / Lockharts was identified as the most economically advantageous tender, offering full installation and delivery, with a total saving of £9,618.13 against the highest compliant bid

The award can be made directly through the TUCO framework, ensuring compliance with procurement regulations and value for money.

As the contract exceeds £50,000, the matter falls within the remit of the Finance & Resources Committee and Board approval thresholds

Governance & Approvals

The recommendation has been reviewed and supported by:

- Director of Learning Strategies & Enhancement
- Estates Manager
- Sector Manager – Business & Hospitality
- Chief Financial Officer
- Depute Principal

Formal sign-off through Finance & Resources Committee will complete the governance process.

The installation of new, modernised equipment will:

- Restore full operational capacity
- Improve energy efficiency
- Enhance resilience through self-extracting units
- Provide greater flexibility in kitchen configuration

Update: Flooding – Lecture Theatre & IT Suite (Brahan Building)

Further to the significant flooding identified in early November within the Brahan Lecture Theatre and main IT Suite (S005A & S005B), the College has now completed detailed investigations and progressed a formal capital funding application to the Scottish Funding Council (SFC).

Current Position

Both spaces remain out of operation due to water ingress affecting:

- Walls and internal finishes
- Timber flooring and floor slab interfaces
- Electrical systems and data infrastructure
- Fixed AV and specialist digital equipment

Temporary mitigation measures have enabled continuity of teaching; however, these arrangements are inefficient and unsustainable in the medium term

Root Cause Investigation

Independent building specialists and forensic leak detection testing have confirmed:

- The flooding is not caused by burst mains or internal plumbing failure.
- Chlorine testing was negative; pressure testing of mains systems was also negative
- Dye testing (1,000+ litres released to simulate heavy rainfall) confirmed groundwater migration through the original external wall fabric.
- The issue is linked to rising water table conditions and hydrostatic pressure, forcing groundwater through wall and slab interfaces

This confirms the issue is structural and systemic, not a minor repair matter. Without engineered intervention, recurrence risk remains high during sustained rainfall periods

Academic & Operational Impact

The impact on delivery has been significant:

IT Suite (S005A & S005B)

- 28 classes per week displaced (Semester 1)
- Approx. 420 students directly affected
- Up to 900 students impacted across the academic year

The IT Suite is a core digital learning hub supporting inclusive and accessible delivery. Its loss has resulted in:

- Reduced access to specialist software and assistive technologies
- Increased timetable pressure
- Additional staffing costs due to splitting classes
- Reduced efficiency and poorer student experience

Lecture Theatre

- Normally delivers six combined-cohort sessions weekly
- Approx. 360 students displaced
- No equivalent-capacity alternative available

Proposed Permanent Solution

A funding request of £240,000 (including VAT) has been submitted to the SFC Capital Maintenance Fund

The proposed works include:

- Installation of a BSA102-compliant waterproof membrane system
- Below-floor perimeter drainage channels
- Dual sump pump systems in both rooms (4 pumps total)
- High-level alarms and automated control systems
- External drainage tie-ins
- Floating floor systems
- Full reinstatement of finishes and digital teaching environment

This approach moves from reactive repair to engineered groundwater management, protecting the building long-term.

Risk Position

Without intervention:

- High likelihood of recurrent flooding
- Ongoing financial inefficiencies
- Increased risk to learning delivery
- Reputational risk
- Continued negative impact on student experience and accessibility

With intervention:

- Restoration of critical digital and lecture capacity
- Long-term building resilience
- Protection of digital infrastructure
- Stabilisation of staffing and timetabling pressures
- Safeguarding of curriculum delivery aligned to digital and Skills 4.0 priorities

Overall Assessment

The flooding represents a significant estates and academic resilience challenge. However, the College has:

- Completed forensic investigation
- Developed a compliant engineered solution
- Submitted a robust funding case

The project now awaits funding determination. A further update will be provided once confirmation is received.

Capitial works

The planned capital works for 2025/26 total £169.832 (excl. VAT). Progress is summarised below:

Task	Cost estimate, excluding VAT
Fire suppression to meet insurance recommendations fitted to all kitchens	£38,000
Repairs to the ventilation for the Webster gas boiler	£10,084.73
Replacement pump in Brahan boiler house	£12,000.00
Emergency shut-off valve Brahan boiler house	£9,272.61
Websters Building replacement boilers	£21,000
replacement flue in Brahn Building	£6,500
Car parks resurface	£61,975
LEV repairs in motor vehicle	£11,000
Total	£169,832

This doesn’t include reactive repairs or any of the smaller request that may come in throughout the year. He estimated that £550-650k per year of the estates budget relates to servicing and maintenance.

Key Priorities for 2026

Planned activities for the coming year include:

- Development of the Infrastructure Vision, Strategy and Statement of Need for SFC
- Preparation for annual update of Navigator baseline estate data
- Improved data collection on space utilisation and sustainability metrics
- Exploration of regional collaboration opportunities

- Ongoing activity related to the Financial Recovery Plan, including nursery lease options and car parking charges
- Implementation of further energy-reduction measures
- Progress the Campus Transformation Project.

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Committee Cover Sheet

Paper No. 6

Name of Committee	Finance and Resource Committee
Subject	Digital Transformation Update
Date of Committee meeting	Insert
Author	Dr David G Gourley
Date paper prepared	01/12/2025
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	This report sets out UHI Perth's strategic approach to digital transformation through the introduction of an Artificial Intelligence (AI) Tools and Services Policy and a coordinated programme of AI-enabled curriculum and workforce development. The policy establishes a clear ethical and governance framework to ensure AI is adopted responsibly, legally and in alignment with institutional strategy. It mitigates risks relating to data protection, academic integrity and reputational exposure, while enabling approved generative AI tools to reduce repetitive administrative workload and release staff capacity for higher-value, student-focused and strategic activity. Three complementary DigiTay funding bids underpin this strategy. The first embeds AI capability across higher education programmes as a core graduate attribute; the second delivers stackable AI micro-credentials for the existing workforce; and the third provides inclusive AI pathways for jobseekers. Together, these projects aim to create a coherent regional AI capability ecosystem, strengthening employability, workforce productivity and inclusive growth, while securing external investment to avoid diverting core funding. Digital skills training delivered between November 2025 and February 2026 demonstrates measurable operational impact. Staff engagement with tools such as Copilot, Power Automate and enhanced digital workflows has improved automation, reduced duplication and increased efficiency. Collectively, the policy framework, funding proposals and capability-building

Committee Cover Sheet

	activity position UHI Perth to enhance productivity, manage risk and future-proof curriculum and professional services within a financially constrained environment.
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	☒ For information ☒ For discussion ☐ For endorsement ☐ For approval ☐ Recommended with guidance (please provide further information, below)
Risk implications Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk? Authors must identify: (a) the relevant risk(s) from the ERM Risk Register linked to the paper; and (b) the Board-approved risk appetite level for each associated risk. If yes, please provide details	Yes Click or tap here to enter text.
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.	Insert or n/a

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Finance and Resource Committee

Digital Transformation Update - March 2026

Generative AI and Digital Transformation

Generative AI is reshaping teaching, assessment, administrative processes and workforce expectations. In parallel, staff stress survey findings have identified insufficient time to perform assigned tasks as a key organisational stressor. Within a financially constrained environment, UHI Perth must enhance productivity, reduce avoidable administrative burden, and future-proof curriculum and professional services functions.

Artificial Intelligence (AI) Tools and Services Policy

As part of UHI's strategic response to rapid AI advancement, the Partnership has developed and an Artificial Intelligence (AI) Tools and Services Policy.

The purpose of this policy is to ensure that AI is adopted in a manner that is ethical, legally compliant, transparent and aligned to our duty of care to students and staff, while enabling innovation and operational improvement

1. A Clear Ethical and Governance Framework

The policy establishes a structured governance framework covering:

- Responsible and informed use of Generative AI (GAI) tools
- Explicit non-endorsement of unsupported Agentic and Agentive AI systems
- Compliance with GDPR, data protection, copyright and information security legislation
- Alignment with the Learning & Teaching Enhancement Strategy and institutional governance structures
- Clear roles and responsibilities from Information Governance Group through to line managers

This ensures that AI is not adopted in an ad hoc or uncontrolled manner, but within a framework of transparency, accountability, sustainability and privacy protection

Importantly, the policy reduces institutional risk by addressing:

- Data protection and cyber security exposure
- Intellectual property concerns
- Academic integrity and authorship issues
- Reputational risk
- Potential bias and discrimination in AI outputs

By embedding these controls, UHI can confidently leverage AI capability while safeguarding institutional integrity.

2. Supporting Ethical AI in Learning & Teaching

Within learning and teaching, the policy provides a clear position:

- AI is supported where it enhances learning.
- Staff and students must use only approved tools.
- AI must be used transparently and responsibly.

This enables:

- Authentic assessment redesign aligned to an AI-enabled workforce.
- Development of critical evaluation skills in students.
- Ethical AI literacy embedded across curriculum.
- Clear expectations around declaration and appropriate use.

Rather than prohibiting AI, the policy enables structured adoption — preparing learners for real-world AI environments while maintaining academic standards.

3. Transforming Professional Services Efficiency

The policy also explicitly supports the use of approved Generative AI tools in professional services functions.

This represents a significant opportunity for business efficiency and effectiveness.
AI tools can now responsibly assist with:

- Drafting reports, policies and communications
- Summarising complex documentation
- Creating templates and structured workflows
- Generating checklists and procedural guidance
- Supporting minute-taking and administrative documentation
- Automating repetitive document formatting and data handling tasks

These are often time-consuming, repetitive and resource-intensive tasks that do not require higher-order human judgement.

By allowing AI to undertake appropriate repetitive and arduous processes, staff capacity can be redirected toward:

- Strategic planning
- Complex problem solving
- Stakeholder engagement
- Quality enhancement
- Student support
- Innovation and service development

4. From Experimentation to Controlled Adoption

UHI has already demonstrated measurable efficiency gains through AI-enabled tools such as Teachermatic, which has saved an estimated 2,300 staff hours at minimal cost.

The AI Tools and Services Policy now provides the governance foundation to scale such efficiencies safely across:

- Academic delivery
- Corporate governance
- HR and finance administration
- Marketing and communications
- Library and digital services

This moves UHI from pilot experimentation to institution-wide, policy-governed AI integration.

5. Enabling a More Efficient and Effective Institution

The cumulative impact of this policy is to:

- Reduce administrative workload pressure
- Increase consistency and quality of documentation
- Improve response times to student and stakeholder queries
- Strengthen compliance and information governance
- Enhance productivity across departments
- Create space for higher-value human work

In a financially constrained environment, the controlled adoption of AI provides a strategic mechanism to "do more with existing resource" without compromising standards or ethical practice.

6. Strategic Alignment

The policy supports:

- UHI Partnership Strategy
- Learning & Teaching Enhancement Strategy
- Digital Transformation priorities
- Workforce modernisation
- Cyber resilience and information governance frameworks

It ensures that UHI is not merely reacting to AI disruption but is actively shaping its adoption in a responsible, values-led manner.

7. Conclusion

The development of the Artificial Intelligence Tools and Services Policy marks a significant step in UHI's digital maturity.
It enables:

- Ethical and legally compliant AI adoption
- Structured curriculum integration
- Professional services efficiency gains
- Workforce capability development
- Risk reduction and reputational protection

DigiTay Funding Bids Submitted

Three complementary funding bids have been submitted under the DigiTay Curriculum Development Fund.

Project 1 – AI Graduate Capability Framework

Focus: Embedding AI capability across all SCQF Level 7–9 programmes.

Target group: UHI Perth higher education students (500+ learners).

Key features:

- Development of a generic AI capability framework embedded across programmes.
- Creation of sector-specific AI learning blocks.
- Staff CPD and curriculum redesign to integrate AI responsibly.
- 500 learners to be engaged; 450 achieving SCQF Level 7+ or positive progression.
- Full mainstreaming by 2030.

Strategic Value:

- Establishes AI as a core graduate attribute.
- Aligns curriculum with emerging labour market demand.
- Enhances institutional distinctiveness and regional competitiveness.
- Future-proofs UHI Perth provision in an AI-enabled economy.

Project 2 – AI for the Workforce

Focus: In-work upskilling via stackable SCQF Level 7–8 micro-credentials.

Target group: Existing workforce across Tay Cities Region.

Key features:

- Six new AI micro-credentials (automation, prompt engineering, data-informed decision-making, ethical AI, sector AI applications, human skills).
- Flexible blended and modular delivery.
- Employer-led design with Perth & Kinross Council.
- This project will engage 150 learners; 100 SCQF Level 7+ achievements.
- April 2026 – March 2030.

Strategic Value:

- Strengthens SME productivity and AI adoption capability.
- Supports digital transition across public and private sectors.
- Creates progression routes into further higher-level study.

Project 3 – AI Pathways to Employment

Focus: Inclusive AI pathway for unemployed and underrepresented groups.

Target group: 200 jobseekers in Perth & Kinross.

Key features:

- SCQF Level 7 AI employability programme.
- Community-based and blended delivery model.
- Strong third-sector and Council partnership.
- Targeting 150 SCQF Level 7 completions.
- Looking to deliver 130 positive employment or further study outcomes.

Strategic Value:

- Addresses digital exclusion and regional inequality.
- Aligns with inclusive growth and No One Left Behind agenda.
- Creates progression routes into Projects 1 and 2 pathways.

4. Portfolio Impact

Collectively, the three bids create a coherent regional AI capability ecosystem:

Stage	Target Group	Outcome
Graduate	HE Students	AI-embedded graduate attributes
In-Work	Workforce	Productivity and AI adoption
Entry	Jobseekers	AI-enabled employability

Total potential beneficiaries: **850+ learners (2026–2030).**

This positions UHI Perth as a regional anchor institution for AI workforce development across education, employability and productivity agendas.

5. Financial & Risk Considerations

External Funding:
All three projects seek DigiTay support to enable strategic curriculum innovation without diverting core SFC resource.

Project	Title	Total Requested
Project 1	AI Graduate Capability Framework	**£146,460**
Project 2	AI for the Workforce	**£113,712**
Project 3	AI Pathways to Employment	**£102,870**

Efficiency & Reuse:

- Builds on existing digital transformation activity
- Creates reusable digital learning assets across programmes.
- Reduces duplication via shared AI frameworks and curriculum resources.

Key Risks & Mitigation:

- Rapid AI evolution → Annual curriculum refresh points built into design.
- Staff confidence and capability → Structured CPD pathway in place.
- Employer engagement → Formalised PKC partnership model.
- Sustainability → Full integration into validated curriculum and CPD by 2030.

6. Governance & Oversight

- Programme governance embedded within Digital Transformation and Curriculum Quality structures.
- Quarterly monitoring aligned to DigiTay reporting requirements.
- Six-month learner progression tracking embedded across projects.
- Ethical AI, GDPR and academic integrity oversight integrated into governance framework.

7. Strategic Benefits to UHI Perth

If successful, the bids will:

- Strengthen UHI Perth's position as a digitally innovative institution.
- Enhance graduate employability and workforce readiness.
- Deepen employer partnerships across Tay Cities.
- Support inclusive regional economic growth.
- Future-proof curriculum against AI disruption.
- Reinforce alignment with Academic Strategy and Learning & Teaching Enhancement priorities.

Digital Skills Training (November 2025 – February 2026)

Between November 2025 and February 2026, the Digital Skills Trainer continued to deliver targeted, high-impact professional development aligned to AI adoption, workflow automation and digital productivity.

This period reflects a transition from initial awareness-raising workshops (Sept–Oct) to deeper applied capability building, workflow optimisation and embedded project support.

Training and Development Activity Delivered

During this period, activity included:

Structured Workshops

- Microsoft Forms
- Copilot (Outlook & Teams)
- Power Automate
- Brightspace enhancement sessions
- Digital Wellbeing
- MS Bookings
- Workflow and work-process optimisation sessions

These sessions moved beyond basic digital literacy and focused on:

- Embedding automation into everyday workflows
- Reducing repetitive administrative tasks

- Improving communication efficiency
- Enhancing data capture and reporting processes
- Supporting AI-assisted productivity

Applied Project Support

In addition to workshops, significant time was dedicated to:

- Events Calendar project design and implementation
- Workflow mapping and optimisation
- One-to-one coaching sessions
- Development of support videos and help resources
- Brightspace Champions engagement meetings

This applied support ensured that learning translated directly into operational improvements rather than remaining theoretical.

Organisational Impact (Nov–Feb)

The impact of this focused activity includes:

- Increased confidence in using Copilot and AI-enhanced tools
- Greater adoption of workflow automation (Power Automate)
- Improved form design and digital data collection processes
- Reduced duplication of manual administrative tasks
- Stronger alignment between digital tools and operational processes

Importantly, this activity directly supports workload mitigation.

By enabling staff to:

- Automate repetitive tasks
- Reduce manual data handling
- Improve document and workflow efficiency
- Optimise communication processes

Digital training is contributing to addressing a key stress survey finding: insufficient time to perform assigned tasks.

Strategic Significance

This period demonstrates that digital capability development is no longer focused solely on platform familiarisation. It is now:

- Supporting operational efficiency
- Enabling responsible AI adoption
- Embedding automation into business processes
- Improving productivity without increasing staffing costs
- Strengthening institutional resilience

The combination of structured workshops, project implementation and one-to-one support is creating a digitally confident workforce capable of leveraging AI and automation safely and effectively.

DRAFT FOR APPROVAL

Paper 7a

Equality Diversity and Inclusion Team (EDIT)

Minute

Date and time: Thursday 20 November 2025, 9.30 am

Location: MS Teams / Rm 019

Members present:
Katy Lees (KFL), Director of HR & OD (Chair)
Ben Myles (BM), EDI Advisor
Andi Garrity (AG), HISA Perth President
Scott Innes (SI), EIS-FELA Rep
Ian Bow (IB), HS&W Adviser
Veronica McIldowie (VMcI), Lecturer
Kirstie Burn (KB), Lecturer
Anita Mackenzie Mills (AMM), Lecturer
Gerald McLaughlin (GM), Student Experience Manager
Becky Angus (BA), Additional Support Officer
Annie Garrigan (AG), Student Counsellor
Joshua Betts (JB), Student Voice Representative
Joanne Gordon (JG), Student Voice Representative

Apologies:
Lynn Murray (LM), Depute Principal, Operations
David Gourley (DG), Director of LSE&R
Samantha Martin (SM), Transitions Officer

In Attendance: N/A

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

Note Taker: Isobel Syme (IS)

Minute

Item	Action
1. Welcome and Apologies KFL welcomed all to the meeting and introductions were done. Apologies were noted.	

Item		Action
2.	**Additions to the Agenda for AOCB** None	
3.	**Minute of Previous Meeting** (Paper 1) The minute of the meeting held on 25 September 2025, having been previously circulated, was approved, as a true and accurate record of discussions.	
4.	**Review of actions from previous meeting / Matters arising that are <u>not included elsewhere on the agenda</u>**: EDI Policy – has been approved KFL explained how our policies are approved and the different routes that are used for approval.	
5.	EDIT Meetings Interim ToR - The ToR will need to change again in February 2026. KFL – the interim ToR are on the Teams site for information. Any issues with getting into this site please contact IS. IB queried HR representation going forward on this group and KFL noted that this will be decided by the new Chair of the group.	
6.	**Trade Union Items** None for this meeting	
7.	**Equality, Diversity & Inclusion Adviser Update** BM updated the group on various items: **Trans legislation update** Judicial review of interim guidance took place on 12th November, currently waiting for decision. We have drafted a statement to signpost to if there are any questions about trans inclusion at UHI Perth which will be published after the review concludes. We also intend to develop a more formal Trans Inclusion Statement so it is clear that we are continuing to be proactively trans inclusive.	

Item	Action
JG noted that the guidance has been withdrawn, however the new code of practice will be available soon.	
ASW – lockers are now in the gender-neutral area.	
Onvero / ENEI UHI previously had membership with Onvero (formerly ENEI) which was not renewed this year. Logins have been deactivated and we no longer have access to these resources. This information will be highlighted in the next all staff update.	**IS**
EmilyTest Gender Based Violence (GBV) Guidance EmilyTest have produced 3 new guidance documents for FE / HE sector. Two are related to communicating about GBV: empathetic auto-replies and media engagement. A third is about ensuring timetabling systems don't enable stalking / harassment. These resources will be highlighted in the next all staff update and have been sent directly to Student Services and Marketing.	**IS**
Upcoming EDI projects All projects will have opportunities for consultation and feedback, through EDIT and more widely. • Our planned EQIA refresh will now be done at a local level only due to changes within UHI. • We are reviewing how to embed EDI into our complaints and grievance processes to make sure that equality issues are addressed effectively, in line with our National Equality Outcomes. This project is still at scoping stage. • We are changing the way EDI monitoring takes place on Ciphr to improve our data accuracy. Once this is complete, I will arrange training and a recording to show the new fields and explain how data is used. • Bystander Intervention training is now available on a regular basis for staff. Sam is adapting the materials into a workshop for delivery to students. • More EDI training will be developed and delivered, happy to receive feedback on what people would find useful.	
National Equality Outcomes – KFL provided further information on these. Document to be sent round the group and BM will provide an update at the next meeting. Other pertinent documents and information to be put on the Teams site.	**IS/BM** **BM**

Item		Action
8.	**EDIT Members Updates** – *any other items not included elsewhere on the Agenda* AG provided a link which can be accessed by members of the group – **My Experiences as a Trans Officer** AMM noted concerns and constraints with regard to resources including staffing and the difficulty going forward for various committees and groups due to these. KFL will take these concerns to the Senior Leadership Team. SI noted the increased membership of this group and asked that any issues or items which staff would like to raise can also come via him as an EIS-FELA rep or just a member of the committee. Discussion took place regarding the impact of discrimination and increased racism that is being experienced on campus and in the wider context. KFL noted that this highlights the presumption that everything is fine and stressed that safety is paramount for both staff and students. Training and support will continue to be provided to staff and students. IB – 44 students currently have PEEP plans in place. Any further needs to be signposted to IB. This could be promoted in Induction. JB queried how the PEEP works and IB explained the process. It was noted that fire alarms are tested on Tuesday mornings at 7.30 am. Fire drills take place at the start of every semester. GM – Student Code of Conduct and Disciplinary policy – going to PLG. Support to Study group – title is being looked at. Mental Health and Welfare fund – a bid has been submitted. Membership of the Teams area – IS to check that everyone can access this. Thanks given to KFL for all her time as Chair on this group and the work that she had put into taking various items forward. KFL noted that the Chair of this group going forward is still to be decided.	**KFL** **All** **IS**
9.	**AOCB** N/A	
10.	**Date of Next Meeting:**	

Item	Action
Next meeting will take place on Thursday 12 February 2026 To be changed due to academic holidays	 **IS**
Meeting finished at: 10.40 am	

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). There are certain limited exceptions, but generally all information contained in minutes is liable to be released if requested.

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.

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

Perth Staff Group

Minute

Date and time: Wednesday 5 November 2025, 3.00pm

Location: Room 019 and MS Teams

Members present: Becky Angus (BA), Cindy Choquet (CC), Kieran Thompson (KT – left at 3.40), Sarah-Jane Urquhart (SJU), Scott Innes (SI), Susan Johnstone (SJ – left at 4 pm), Roanna Stewart (RS), Christine Paton (CP),

Apologies: Katy Lees (KFL), Lisa Findlay (LF), Sarah Wilson (SW), Ian Bow (IB), Suzanne Miller (SM), Emma Stewart (ES)

In attendance: Ben Myles (BM) for Sarah Wilson

Chair: Lynn Murray (LM), Depute Principal Operations

Note Taker: Isobel Syme, PA to SLT (IS)

Minute

Item		Action
1.	**Welcome and Apologies** LM welcomed all to the meeting. Apologies were noted.	
2.	**Additions to the Agenda for AOCB** Under AOCB	
3.	**Minute of Previous Meeting** (Paper 1) The minute of the Perth Staff Group meeting held on 4 September 2025, was approved as an accurate reflection of the discussions that had taken place.	
4.	**Matters arising <u>not included elsewhere on the agenda</u> / review of actions from previous meeting:** Health and Safety Training Needs – completed.	

Item		Action
	Staff Leaving – completed Membership of Group – N/A Driving for Work Policy: MIDAS training – LM updated the group. It was agreed through the H&S committee that we will continue with the MIDAS training where appropriate. KT queried this explanation and LM read out the note taken at the recent H&S committee to provide clarity and further information.	
5.	**Health, Safety and Wellbeing** N/A	
6.	**PLG Actions Summary & SLT Key Matters Update** LM updated the group on key activities including the FRP which has received feedback from the RSB and the SFC. PLG Owners have been appointed to take income growth/ cost savings proposals in the FRP forward. An FRP monitoring committee has been set up, made up of Board members who are meeting monthly to look at finance, risk and delivery. SFC has appointed PWC as consultants to look at the FRP across the sector. Two reports came out recently from Colleges Scotland and Audit Scotland with regard to financial pressures across the college sector. This is an opportunity to raise the profile with the political parties before the election next year. UHI Transformation – 2 options put forward: one institution or change within current organisational structures . There are various groups within this project taking forward different areas of work. SI updated the group on ongoing work taking place. EIS/FELA are working with all relevant groups looking at good governance, finance, protection of staffing, sustainability etc. Lots going on in the background. SI suggested that professional service staff may want to ask their unions about their involvement in transformation work. An all staff UHI Transformation meeting is taking place on 11 December 2025. LM noted that student numbers are looking positive. Thanks given to all members of staff for their help with this achievement.	

Item		Action
	LM asked for feedback with regard to taking ideas forward and saying “yes”. General view is that due to workloads, stressors etc most teams are just trying to cope with changes, making efficiencies where possible. We need time to stabilise and identify the key priorities. LM noted that energy usage is something that we can all help with and asked how we can encourage savings in this area. All agreed that communication is key, getting information out to staff on a regular basis and showing the impact of making changes along with trying to change behaviours and habits. Group members raised concerns with regard to Staff Conference Days and the change to how these will be run in November and February. Some Professional Services staff felt there was a lack of engagement and activities for their areas. All agreed that the morning sessions are important with key updates from the Depute Principal and asked that this is part of the February event. LM will feed back to the leadership team.	**LM**
7.	**Staff Development** BM updated the group on some HR updates: • HR essentials workshops are now running for line managers. • Support staff contracts are being updated. SI noted that CMI qualifications/awards could be available through the College and that he will spend some time looking at this when he has the opportunity. RS queried if a staff development budget is available and LM advised that a small budget is available. Discussion then took place regarding the procedure for requesting staff development which is usually done through the Professional Review process.	
8.	Staff Communications LM provided an update to the group on staff communication. Monthly comms were being sent out to staff, however this has not taken place recently. Catherine is keen that this happens again. It was agreed by the PLG that an area would be set up on the Teams site to allow contributions to be added and this will be co-ordinated by the Executive Support Team and communications put out monthly.	

Item		Action
	All agreed that regular communication is important as it helps to stop rumours, promotes positive news and communicates challenges that staff need to know about. Factual updates build confidence.	
9.	**AOCB**	
	Mail process – concerns noted as to how this works now with regard to both internal and external mail. IS to look into this.	**IS**
	Heating – concerns regarding inconsistency of heating. LM will ask if this issue is being considered by Estates.	**LM**
	Potholes in car park noted as a concern – LM said that this has already been identified and will raise at the next PLG meeting.	**LM**
	Lighting in car parks and paths seems to be sporadic. BA noted that lights were not on in the main car park and pathways this week at 5.45 pm. IS to raise with David Gourley.	**IS**
	LM asked the group how they felt about this forum and how helpful it was. It was agreed it was a useful forum and a vehicle for bringing issues and concerns forward as well as an opportunity to find out about what other areas are doing within the College.	
10.	**Date and Time of Next Meeting:** Tuesday 20 January 2026 at 3 pm	
	Meeting ended at: 4.20 pm	

Perth Staff Group

Minute

Date and time: Tuesday 20 January 2026, 3.00pm

Location: Room 019 and MS Teams

Members present: Becky Angus (BA), Cindy Choquet (CC), Kieran Thompson (KT), Scott Innes (SI), Susan Johnstone (SJ), Jill Elder (JE), Sarah Wilson (SW), Ian Bow (IB), Suzanne Miller (SM)

Apologies: Lisa Findlay (LF), Emma Stewart (ES), Roanna Stewart (RS), Sarah-Jane Urquhart (SJU), Ben Myles (BM)

In attendance: Catherine Etri (CE) – joined the meeting at 3.40 pm

Chair: Lynn Murray (LM), Depute Principal Operations

Note Taker: Isobel Syme, PA to SLT (IS)

Minute

Item		Action
1.	**Welcome and Apologies** LM welcomed all to the meeting. Apologies were noted.	
2.	**Additions to the Agenda for AOCB** None	
3.	**Minute of Previous Meeting** (Paper 1) The minute of the Perth Staff Group meeting held on 5 November 2025, was approved as an accurate reflection of the discussions that had taken place.	
4.	**Matters arising <u>not included elsewhere on the agenda</u> / review of actions from previous meeting:** Staff Conference Days – concerns were taken to SLT and the February conference will focus on staff Health and Wellbeing.	

Item		Action
	JE updated the group on potential arrangements noting that an external facilitator from CDN will be at this conference looking at recognition of where we are along with the progress that has been made. More information should be available at the start of next week.	
	Mail process – IS confirmed that the mail process is still as it was with caretakers picking up mail and delivering twice a day.	
	Heating – LM updated the group that Estates are aware of the inconsistency of heating and there are issues with the boiler. They will keep this area under review to improve where possible.	
	Potholes in car park – issues around who is responsible for some of the potholes which is leading to delays. An update to go into the next communication to staff.	**IS/ JE**
	Lighting in car parks and paths – IB updated the group re ongoing issues with lighting in certain areas and timers. Further information to be obtained.	**IB**
5.	**Change of Chair**	
	LM noted that JE will now Chair the Perth Staff Group meetings.	
6.	**Health, Safety and Wellbeing**	
	IB – Health and Safety Team Stress Risk Assessments (HSE). IB noted that only 15 out of 31 teams have completed these. SI explained that his team have used a different approach and noted stressors and will attach this to the form. IB to provide a list of areas that have not completed yet and send to JE and LM.	**IB**
	This raised discussion around what actions can be taken to help alleviate stressors. IB noted that further training on the completion of these forms is scheduled in Room 114.	
	The HSE Stress Survey will commence on Monday 2 March and the results will be produced by HSE. IB noted that the Stress Management group will need to have a look at this in a timely manner.	
	The Health and Safety Committee has asked for Risk Assessments to be reviewed on an annual basis. At the moment 26 areas are non-compliant. List to be sent to LM and JE. To be raised at the next PLG meeting.	**IB** **IS**

Item		Action
	Workplace inspections should be conducted each semester and teams should follow through on actions. Reminder to be sent on the next staff communication. IS raised concerns regarding the very icy paths last week on the way down from the main building to the car park. It was noted that this had been raised at a recent PLG meeting and is being taken forward.	**IS/ JE**
7.	**PLG Actions Summary & SLT Key Matters Update** It was noted that the recent email sent out by CE had been very informative and helpful. Discussion took place regarding campus improvements and the appointment of John McGee as Campus Transformation Officer. The SLT is cautiously optimistic about the Scottish Government budget announcement on increased funding to colleges. However, at Perth we will still need to focus on the financial recovery plan.	
8.	**Staff Development** SM noted that any staff development requests have been done through the Professional Review process. An update on requests will be sent to SLT.	**SW**
9.	**AOCB** Discussion took place regarding the remit and membership of the group and topics discussed. Terms of Reference are available for the group on Teams. CE asked members to consider how well the group works and its overall objectives along with anything that might need changed or improved. Communications were discussed in relation to formats and effectiveness. This is to be included as a substantive item for the next meeting. KT noted that he has found the group to be of interest and a vehicle for discussion and cascading of information. Made a suggestion of putting a link/QR code in the staff updates that staff could use if they wanted to raise something – “you said, we did”.	**IS** **JE/LM**

Item		Action
	CE thanked LM for her valued contribution to this meeting in chairing the meeting over the past 2 years.	
10.	**Date and Time of Next Meeting:** Wednesday 18 March 2026 at 3 pm. Date to be changed as it clashes with the next Open Day. Now scheduled for Wednesday 25 March at 3 pm.	**IS**
	Meeting ended at: 3.50 pm	

JNC for Lecturers

Note of Meeting held on Thursday 22 January 2026, 3.15pm, Room 019/MS Teams

Present:	**Management Representatives** Catherine Etri (CE), Interim Principal Jill Elder (JE), Depute Principal Lynn Murray (LM), Depute Principal Operations Gail Dunn (GD), Chief Financial Officer **EIS FELA Representatives** Callum McCormick (CM) Scott Innes (SI)
In Attendance:	Sarah Wilson (SW), HR Business Partner
Apologies:	N/A
Chair:	Catherine Etri
Note Taker:	Carolyn Sweeney-Wilson

Minute

Item		ACTION
1.	**Welcome and Apologies** CE welcomed everyone to this meeting. There were no Apologies.	
2.	**Additions to the Agenda for AOCB** None.	
3.	**Minute of Previous Meeting** (Paper 1) Subject to a small change that LM requested, the minute of the meeting held on 30 October 2025, which had been previously circulated, were approved as an accurate reflection of the discussions that had taken place.	
4.	**Review of Actions / Matters arising not included elsewhere on the agenda** None.	

Item		ACTION
5.	**Health, Safety and Wellbeing** Health, Safety and Wellbeing Adviser CE advised that the Health, Safety and Wellbeing Adviser (HS&WA) would be retiring this year. This post was in the process of being reviewed as to future requirements for the campus and H&S in the College, so that the post was fit for purpose for the business going forward. Staff Conference Day (SCD) CE advised the next SCD would focus on staff wellbeing and addressing concerns from staff regarding stress in the workplace. JE asked EIS Reps to feedback to her if there was anything they felt should be included for that day. Kitchen Fire CM asked about the kitchen fire and if there had been an action report and actions that had come from that. CE said there had been an external assessment of the kitchen, as well as one from the Scottish Fire Brigade Service. It was found a new suppression system would need to be installed above the deep fat fryer. LM confirmed the College's claim was successful with the insurers. Flooding in the Study Centre CE advised there was no resolution to the flooding into the Lecture Theatre/Study Centre and no solution as to why the water continued to rise, despite water being continuously pumped out. It was thought there was a spring under the building, but the source had not yet been found. The College was currently waiting on the report from the insurers. CE confirmed the Lecture Theatre/Study Centre would not be in use this year.	
6.	Policies & Procedures (PPs) Approval (for noting) There were none for this meeting. However, LM noted that the previous minute indicated there were 9 PPs still to come. SW confirmed the handover from KFL that some were outstanding and noted the following: 7 PPs need EQIAs and 2 appeared to be with the Risk Management and Project Officer and are not approved yet. SW said they were on her list and she hoped to be able to submit them to the next JNC meeting in April.	**SW**
7.	**Finance Planning / Finance Update**	

Item		ACTION
	GD provided a financial update and confirmed that the AY24/25 accounts had been signed off and submitted to be laid before Parliament, with publication expected around April following approval. The adjusted AOP showed a £0.6m deficit, an improvement on the previous year, mainly due to reduced staff costs. This was also an improvement on the original AY24/25 budgeted deficit of £1.2m, largely due to an adjustment for pensions. SI welcomed the improved position and requested that a contextual paper be provided ahead of future JNC meetings. GD presented a paper on the AY25/26 budget year to date, which had been submitted to the Board. After FRP adjustments, a full-year AOP deficit of £232k had been expected; however, the latest projections showed a small surplus of £333k. The main variances related to grants, including continued flexibility from SFC on capital-to-revenue conversion for estates expenditure and improved tuition fee income. GD discussed variances within the ASW budget and noted ongoing discussions with ASW regarding income streams and measures to close the gap. JE provided an update on discussions with ASW staff about income targets. Overall income was projected to exceed expectations. In relation to staff costs, GD reported a negative variance within the Support Staff budget due to higher-than-expected pay awards for permanent staff, offset by savings in temporary staffing. Overall, staff costs were broadly on budget. Non-staff costs showed a slight adverse variance due to contractor costs, although contingency for risk had been included. GD emphasised the need for caution given the early stage of reporting. Overall, the College was £565k better off than previously forecast, though ongoing risks would require close monitoring. GD confirmed that planning for the AY26/27 budget had commenced, with a draft plan in place and due to be submitted to PLG shortly. She advised that budget figures would be prepared earlier than in previous years as the Finance Team were now reporting to agreed timelines, with the intention of submitting a draft budget to the June Board of Management meeting.	
8.	**Financial Recovery Plan Update** CE indicated that most information regarding the FRP had been covered in the previous item.	

Item		ACTION
	CM referred to the budget figures recently announced by the Scottish Government and queried what the likely impact of this budget would be on the College. CE said Colleges Scotland were currently working on this with SFC. GD said the sector were expecting indicative allocations around April. At this time, however, GD said she would be using flat cash for budgeting purposes. CE concurred with GD and said she would not assume, in the short term, that the College would receive more funding in the budget than last year. However, it was hoped that there would be a slight increase.	
9.	**UHI Transformation Update** CE advised that the UHI Principal and Vice-Chancellor had delivered a short presentation to the Perth Board of Management earlier in the week, focusing mainly on the Full Business Case (FBC), which had been circulated to all Academic Partner Boards of Management. Due to limited time to absorb the detail within the FBC, there had been minimal feedback from Perth Board members; however, two staff representatives had provided detailed feedback reflecting perceived staff views. Board members had been given until the end of the month to submit their comments. CE reported on discussions with other Academic Partner Principals and noted that their Boards appeared to be taking a broadly similar position to that of the Perth Board in relation to the FBC. She also confirmed that the UHI Principal and Vice-Chancellor had issued correspondence to the unions in response to queries on the FBC. UHI continued to progress the Transformation programme and remained committed to the established timelines. CE provided a brief update on discussions at the Parliamentary Audit Committee. SI requested that the Financial Recovery Plan and UHI Transformation remain on the agenda as standing items for the time being.	
10.	**EIS Items** CM raised a matter regarding the Disciplinary and Grievance processes and procedures. He referred to recent cases, where some members had raised concerns about the procedures being used and some of the titles being used in these processes; he was looking for clarification about the titles, and their definition, to ensure that the correct procedures/processes were being followed. CM was	

Item		ACTION
	looking for assurances that the agreed policies and procedures had not changed.	
	There was a detailed discussion between SW, JE and CM regarding this matter and SW said she was confident that the College was following its procedures. However, it was agreed that SW and EIS Reps would meet outwith this meeting to discuss this further to ensure terminology was consistent.	**SW, EIS Reps**
	LM confirmed that if there were any changes to policies and procedures they would always come to PLG, and the JNC, for approval, before any changes were made.	
	10.1 Perminisation Joint Referral – Update	
	SI advised this was just to keep this on agenda until an outcome was known.	
	10.2 Complaints Process – update on review of this process	
	SI advised he had emailed the Director of Learning Strategies, Enhancement and Resources (Director of LS,E&R), following a meeting they had, to request a catch-up regarding the complaints process. Unfortunately, SI had not had a response.	
	JE said she would follow this up with the Director of LS,E&R, so this matter could be progressed.	**JE**
	10.3 TOIL Policy – Update	
	JE thanked EIS for their feedback on the TOIL Policy. This was being progressed and would be submitted to the next PLG meeting on Tuesday 27th, for further discussion and JE would provide EIS with feedback after that meeting.	**JE**
	10.4 Calendar Slippage AY25-26 – Update	
	SI said he had more information on this matter and he advised that he would forward this to SW, in the next few days.	**SI**
	10.5 Plus 1 Cover – concerns over application of this	
	SI advised he raised this matter before. Currently, no individual members had come to the EIS Reps with concerns, however, he had heard that some managers were, in some cases, timetabling 24 hours, and they didn't appear to understand the 23+1 and how that should work.	

Item		ACTION
	SI was, therefore, suggesting that the Timetabling Protocols (TTP) may need to be more explicit about this, as timetabling 24 hours would have a budgeting impact.	
	SI said that last year the TTP were sent to EIS Reps very last minute and he requested that they be issued to Reps earlier, so they had more time to review them before the deadline.	
	JE thanked EIS for their feedback and took on board that EIS would like more time for reviewing the TTP.	JE
	SI said that there were other references in the TTP that might need clarifying, for example providing a clear definition for what was meant by short term absence, as one manager's understanding of this might differ from another's and that could raise equalities issues. SI felt there should also be a tool for tracking that as he was not convinced every manager will make sure it is the 8 and 12.	
	10.6 Learning Rep – update on alternative use of 1 hour remission	
	SI thanked Management for agreeing the move of the Learning Rep.	
	SI thought it was agreed that the facilities time would be collated together and re-allocated to the Reps. However, they were advised the 1 hour time was only to be used by the Learning Rep, but SI felt that it should be the time for the H&S Rep which should be explicitly for the H&S Rep and the time could be collated together and SI and CM could decide between them who undertook which roles.	
	SI just wanted to flag this as it may need to be included in the TTP as well, that there was clear allocated time for the H&S Rep. However, he undertook to find out more information about that and he would feedback on that.	SI
	10.7 Staff Conference Day (SCD) – slot for TU to meet with members	
	SI requested a slot at some point on the SCD, to allow Academic staff to meet with the EIS Reps. SI said he would be happy to discuss this with JE outwith this meeting.	
	SI said that previously the EIS Organiser had been on campus and Reps were keen for this to happen again. They had undertaken a walk round during the last visit and they would like to do the same again. SI said that the Reps usually advise HR when this would be happening.	EIS Reps
	CE said she was happy for this to take place.	
	10.8 Perminisation Joint Referral – Update	

Item		ACTION
	SI asked that this item be kept on the agenda for future note.	
11.	Timetabling Protocols (TTP) AY26-27 JE advised she was just about to start reviewing TTP and would involve EIS Reps in this.	
12.	Review of Curriculum Structure JE advised that initial discussions had already taken place with EIS representatives regarding the review of the curriculum structure, with work now commencing to review and evaluate the effectiveness of the current curriculum. The review would be focused on assessing the curriculum and subject groupings to ensure they remained appropriate, particularly as the College was 18 months on from the previous review. JE confirmed she planned to engage with senior managers and teams to assess overall effectiveness and ensure the structure supported maximum efficiency. SI emphasised the importance of speaking directly with teams without managers present to enable open discussion. CM asked whether the management structure would also be reviewed. JE confirmed that all aspects would be reviewed, with particular attention given to subject groupings and alignment with UHI structures. SI highlighted areas of interest for EIS-FELA, including whether national job descriptors remained fit for purpose and whether staff were aligned to the correct descriptors. CM raised concerns previously discussed at JNC meetings regarding the loss of staff with specialist knowledge and whether sufficient expertise remained within the College, suggesting this should be reviewed alongside the curriculum. CM clarified that he raised this in the context of an ask for more development money for new modules at HE, to replace older modules where the staff who delivered those modules have perhaps left. JE confirmed that a detailed curriculum review would commence before the summer and committed to keeping EIS informed throughout the process.	
13.	**Other items from Management** To be discussed outside of the JNC at a mutually agreeable time. JE undertook to meet with EIS Reps outwith the JNCs to review the following items before the next JNC.	 **JE**

Item		ACTION
	13.1 APD SI said these 3 items have been on the agenda for a long time. In terms of APD, the point was to review it so it was made clear what the expectations were. 13.2 Job Descriptions SI said he did not know what the status of this was at the moment and felt a discussion should be undertaken around this, or take it off the agenda for now. 13.3 Contract Templates Noted as per SI's comments above. JE said she would meet with SW, outwith the meeting, to discuss the contract templates. SW said that she was nearly finished the Support Staff version and the ones for the Academic staff were commenced.	JE
14.	**AOCB** LM advised this was her last meeting and she wanted to thank the EIS Reps for the constructive meetings she had taken part in. The Committee recorded its thanks to LM for her valued contribution and commitment during her time as a member and wished her well for the future.	
15.	**Date and time of next meeting:** • 2 April 2026 All meetings are on Thursdays, 15.15-16.45	
16.	**Meeting End Time:** 16.30	

JNC for Support Staff

Note of Meeting held on Monday 9 February 2026, 2.00pm, Rm 019/MS Teams

Present: **Management Representatives**

Catherine Etri (CE), Interim Principal
Jill Elder (JE), Depute Principal
Gail Dunn (GD), Chief Financial Officer

Unison Support Staff Representatives

Janet Stewart (JS), Unison Regional Organiser

In Attendance: Sarah Wilson, (SW), HR Business Partner

Apologies: Deborah Smith (DS), Unison Area Organiser

Chair: Catherine Etri

Note Taker: Carolyn Sweeney-Wilson (CSW)

Minute

		ACTION
1.	**Welcome and Apologies** CE welcomed everyone to the JNC for Support Staff meeting. Apologies were noted.	
2.	**Additions to the Agenda for AOCB** None.	
3.	**Minute of the last Meeting** (Paper 1) The minute of the JNC for Support Staff meeting held on 23 October 2025, having been circulated, was approved as an accurate reflection of the discussions that had taken place.	
4.	**Review of Actions / Matters arising not included elsewhere on the Agenda** None for this meeting.	

		ACTION
5.	**Health, Safety and Wellbeing** CE advised the current Health, Safety and Wellbeing Adviser (HSWA) would be retiring shortly and the College would be reviewing that post with a view to replacing it with a full time post.	
6.	**Policies & Procedures Approval** 6.1 National Menopause Policy – March 2023 update (Paper 2) SW advised this policy was further updated and the only changes were relating to naming and adding in relevant PPS references for linked policies. JS happy with this to go ahead for approval. 6.2 Support Staff contract template – V4, updated to Circular STS 01/25 T&C's (Paper 3) SW reported that the agreed contract templates had been completed and updated in line with Circular STS 01/25 terms and conditions (Paper 3), including amendments relating to overtime. JS confirmed satisfaction with the updates and the template in principle. However, JS expressed concern that some elements did not align with National Bargaining arrangements and therefore could not be agreed at this stage. She also noted some typographical errors and suggested simplifying some of the wording. JS agreed to provide her comments to SW, after which the document would be revised and returned to the next meeting in a finalised format.	**JS**
7.	**Finance Update / Financial Planning** GD provided a financial update, confirming that the Financial Recovery Plan continued to be monitored regularly. She advised, at the moment, it may be that the College could break even by year end. In response to a query from JS regarding increased college funding, GD advised that indicative allocations were anticipated at the end of March, with guidance from UHI suggesting an uplift of approximately 3% rather than the full 10%. JS commented that no college was likely to receive the full uplift and suggested that much of it would be linked to transformation requirements. She also noted that sector colleges were projected to receive around 4.9%, querying whether the "top slice" explained the lower allocation for UHI colleges.	

		ACTION

GD confirmed this was currently UHI’s view, indicating a potential 2% differential.

A detailed discussion then took place regarding UHI funding arrangements and the top slice. JS asked whether UHI Perth could engage directly with the SFC; CE confirmed this was not possible as UHI acted as the Regional Strategic Body.

8. Financial Recovery Plan – Update

Discussed under Item 7.

9. UHI Transformation – Update

CE provided an update on the UHI Transformation process. She explained that UHI had progressed the Transformation programme, appointed external consultants and developed a draft Full Business Case (FBC). As part of the required process, consultation had taken place with each college board and feedback had been gathered and submitted.

CE advised that the next stage would involve consultation with the trade unions.

JS reported that Professional Services unions had been attending meetings with the UHI Executive Office, but noted reluctance to include other unions, as only UCU was formally recognised. She confirmed that the unions had agreed a joint position.

Discussion also took place regarding TUPE implications and potential pension strain. JS highlighted concerns that issues would arise if college staff were transferred out of national bargaining arrangements into a university structure that was not part of national bargaining.

10. Unison Items

10.1 Salary Conservation

JS referred to previous discussions regarding the proposed four-year salary conservation period and understood that SW had discussed the matter with John Anderson (Unison FE). She noted that the College’s Redeployment Procedure referenced salary conservation.

SW confirmed that the matter had been considered at earlier meetings and advised that the proposed Redeployment Procedure had since been amended, but had not yet been published. The revised procedure would be presented at the next JNC meeting and

		ACTION
	SW would circulate a copy to JS in advance. SW also agreed to review the Organisational Change Procedure, as this was published and might contain references to salary conservation.	
11.	**AOCB** None.	
12.	**Date and time of next meetings:** • 2 April 2026 All meetings are on Thursdays, 13.30-15.00	
	Meeting End Time: 14.52	

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). There are certain limited exceptions, but generally all information contained in minutes is liable to be released if requested.

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.

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

Perth College UHI

Paper No. 8

Committee	Finance & Resources Committee
Subject	Finance & Resources Committee – Terms of Reference
Date of Committee meeting	10/03/2026
Author	Ian McCartney, Clerk to the Board
Date paper prepared	07/03/2026
Executive summary of the paper	Terms of Reference requires to be updated following changes to the management structure of UHI Perth. Final approval requires authorisation by the Board of Management.
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	N/A
Action requested	☐ For information ☐ For discussion ☒ For endorsement ☐ For approval ☐ Recommended with guidance (please provide further information, below)
Resource implications Does this activity/proposal require the use of College resources to implement? If yes, please provide details.	No
Risk implications Does this activity/proposal come with any associated risk	No Click or tap here to enter text.

to the College, or mitigate against existing risk? (If yes, please provide details)	
Link with strategy Please highlight how the paper links to the Strategic Plan, or assist with: • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information	Click or tap here to enter text.
Equality and diversity Does this activity/proposal require an Equality Impact Assessment? If yes, please give details:	No
Data Protection Does this activity/proposal require a Data Protection Impact Assessment? If yes, please give 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 (e.g. confidential/non confidential)	Non-Confidential
Freedom of information Can this paper be included in "open" business?*	Yes

Perth College UHI

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

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

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

Further guidance on application of the exclusions from Freedom of Information legislation is available via:
http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp
and
http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

FINANCE AND RESOURCES COMMITTEE

Membership

Chair of the Board of Management (ex officio)
Principal & Chief Executive (ex officio)
No fewer than 2 other Independent Members of the Board of Management
One place reserved by invitation for a Student Member of the Board, as nominated by HISA Perth.
One place reserved by invitation for a Staff Member of the Board, to be determined by Staff Members of the Board

In attendance
Depute Principal ~~(Academic)~~
~~Depute Principal (Operations)~~
Chief Financial Officer
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.

17 Review annually the Terms of Reference for the Committee and its composition and make any necessary recommendations for change to Chairs Committee

Reviewed March 2026 ~~June 2025~~