

Business, Resources and Infrastructure Committee

20 November 2018

- Subject:** 2018-19 Management Accounts as at 30 September 2018
- Purpose:** The Business, Resources and Infrastructure Committee are asked to note the financial position for period ended 30 September 2018.
- Recommendation:** The Business, Resources and Infrastructure Committee approve the 2018-19 Management Accounts as at as at 30 September 2018.
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1. Background

The Management Accounts include the following financial statements:

- Income and Expenditure Accounts
- Balance Sheet and associated detail as at the month end
- Analysis of cash balances held at the month end.

2. Current Situation

At its meeting on 21 June 2018 the Board of Management approved the budget for the year to 31 July 2019. The budget targets an operating deficit of (£26,438) with a final operation budget of £104,154 after taken account of net depreciation and capital income.

The September 2018 Management Accounts are now summarised set against the budget as approved for the year to 31 July 2019.

Income and Expenditure Account – Executive Summary Commentary

All +ve figures represent a favourable position
All (-ve) figures represent an adverse variance

Year to Date 30 September 2018

The actual year to date operating surplus (after exceptional costs) is (£161,245). This is a favourable variance of £452,156 when compared to the expected budget position of (£613,401). In relation to the operating results after net depreciation and capital income, the position at September 2018 is £432,158 favourable with actual results of (£547,325) against a budget of (£979,483). These are set out in Table 1.

Table 1

	2018-19 Budget	2018-19 YTD Budget	2018-19 YTD Actual	2018-19 Variance
Total Income	49,382,350	7,326,226	7,439,302	113,076
Total Expenditure	49,408,788	7,939,627	7,600,547	339,080
Operating Surplus/ (Deficit)	(26,438)	(613,401)	(161,245)	452,156
Exceptional Costs	0	0	0	0
Operating Surplus/ (Deficit) after Exceptional Costs	(26,438)	(613,401)	(161,245)	452,156
Net Depreciation	(2,196,500)	(366,082)	(386,079)	(19,997)
Capital Income	2,327,092	204,516	204,516	0
Operating Results after Net Depreciation and Capital Income	104,154	(774,967)	(342,809)	432,158

The section below outlines the principal variances outlined in Table 1.

Principal Variances – Year to Date

The College has a number of variances, overall favourable, accounting for the movements against the budget. The most significant of these are included in the table below.

Main income/cost variances	Favourable/Adverse	£'s (Rounded)
Income		113,076
SFC other grants	Favourable	37,143
Tuition fees	Favourable	21,108
Education contracts income	Adverse	(33,382)
Commercial income	Favourable	37,560
Other operating income	Favourable	57,793
Expenditure		339,080
Salary costs	Favourable	138,132
Other operating expenses	Favourable	189,957
Property costs	Adverse	(8,335)
New build unitary charge	Favourable	17,182
Total Net Variances	Overall Favourable	452,156

Income and Expenditure Projected to 31 July 2019

At this very early point in the year we are not forecasting any changes to the full year budget approved by the Board of Management in June 2018. The year to date projected position is therefore a deficit (after exceptional costs) of (£26,438). In relation to the operating results after net depreciation and capital income, the position projected is a surplus of £104,154.

The projection completed for the September 2018 set of management accounts is detailed below.

	2018-19 Budget	2018-19 Forecast	2018-19 Variance
Total Income	49,382,350	49,382,350	0
Total Expenditure	49,408,788	49,408,788	0
Operating Surplus/ (Deficit)	(26,438)	(26,438)	0
Exceptional Costs	0	0	0
Operating Surplus/ (Deficit) after Exceptional Costs	(26,438)	(26,438)	0
Net Depreciation	(2,196,500)	(2,196,500)	0
Capital Income	2,327,092	2,327,092	0
Operating Results after Net Depreciation and Capital Income	104,154	104,154	0

3. Balance Sheet – Executive Summary Commentary

	2018-19 September 2018 (£'000s)	2017-18 July 2018 (£'000s)
Total Fixed Assets	£113,184	£113,446
Total Current Assets	£3,121	£2,981
Total Current Liabilities	(£4,079)	(£3,552)
Provisions (Early Retirees)	(£1,669)	(£1,677)
Provisions (Other)	(£1,186)	(£1,186)
PFI Capital Creditor	(£7,431)	(£7,431)
NPD Capital Creditor	(£45,615)	(£45,717)
SPF Pension Liability	(£4,395)	(£4,395)
Deferred Capital Grants	(£11,347)	(£11,467)
Net Assets (Including Pension Liability)	£40,583	£41,002

	2018-19 September 2018 (£'000s)	2017-18 July 2018 (£'000s)
Total Reserves Excluding Pension Reserve	£44,978	£45,397
Pension Reserves	(£4,395)	(£4,395)
Total Reserves	£40,583	£41,002

4. Resource Implications

No further resource implications require to be noted in this paper.

5. Consultation

No formal consultation is required to be completed. The Management Accounts have been approved by the College Operational Group and financial monitoring meetings are held monthly with Budget Holders.

6. Risks

The failure to ensure financial sustainability is a key risk noted in the College Risk Register. One of the existing controls in place to manage the risk is that monthly Management Accounts are produced monthly and reviewed by the EMT with summaries presented to the Business, Resource and Infrastructure Committee for approval at each meeting.

7. Equality Impact Assessment

An impact assessment is not applicable to this paper given the subject matter.

8. Recommendation

The Business, Resources and Infrastructure Committee approve the 2018-19 Management Accounts as at as at 30 September 2018.

Michael Breen
Vice Principal, Finance and Skills
12 November 2018

(James Thomson, Director of Finance and Student Funding)

Publication

This paper will be published on the College website.

Annual Health, Safety & Wellbeing Report

August 2017 – July 2018

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RAISING ASPIRATIONS/
INSPIRING ACHIEVEMENT/
INCREASING OPPORTUNITIES/

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1 Introduction

The Annual Health, Safety and Wellbeing Report provides a summary of the College's health and safety performance for the 2017/18 academic year.

This report provides an overview of the work carried out by and on behalf of Ayrshire College. It highlights key projects undertaken and issues considered over the past year.

The report also provides a summary of incident statistics for the period August 2017 - July 2018, based on the incident reports submitted to the Health, Safety and Wellbeing Team.

The College has continued to raise awareness of a range of Health, Safety and Wellbeing issues during the year through regular communication, training and update sessions. Wherever possible, the College has collaborated with other agencies working in the area of Health and Safety, and engaged in joint projects that would benefit the College.

The report also summarises the work that is currently planned for the future period. To meet these aims, the College will continue to align its Health and Safety activities to changes taking place within the sector and nationally.

The College will also continue to promote wellbeing themes in partnership with NHS Ayrshire & Arran and other agencies.

2 Executive Summary

The Annual Report covers the period 1 August 2017 to 31 July 2018.

This report provides an overview for Board Members, Executive and Senior Managers and all staff of the actions taken to safeguard our staff, students, contractors, clients and members of the public over the past 12 months.

The approach to health, safety and wellbeing management within Ayrshire College is documented in the College Health, Safety and Wellbeing Policy.

The Health, Safety and Wellbeing Policy Statement is reviewed and updated by the Board of Management on an annual basis.

This annual report also provides an opportunity to review the progress of the College with regard to Health, Safety and Wellbeing. The data contained within the report provides a benchmark for trend analysis for future years.

3 Health and Safety Reporting and Monitoring

3.1 Regulation Action and Visits

During the reporting period the College has consulted with representatives from Local Authorities, Health and Safety Executive and Scottish Fire and Rescue on a range of statutory and reporting matters.

The Scottish Fire and Rescue Service (SF&RS) may visit campuses on an operational or enforcement basis. Details of the call outs are set out below:

Campus:	Date:	Cause
Kilmarnock	01 Aug 2017	Contractors working which dispersed dust and activated the detector.
Ayr – Dam Park	07 Aug 2017	Contractors working which dispersed dust and activated the detector.
Kilmarnock	26 Aug 2017	Out of hours activation - faulty external call point on roof due to water ingress.
Kilmarnock	27 Aug 2017	Out of hours activation - faulty external call point on roof due to water ingress.
Kilwinning	29 Aug 2017	Excess oil used on panini grill which released smoke.
Kilmarnock – Evening Class	28 Sept 2018	Suspected aerosol spray in Hair and Beauty storage cupboard.
Ayr	06 Oct 2017	Build-up of aerosol spray activated detector.
Kilmarnock	13 Oct 2017	Contractors working which dispersed dust and activated the detector.
Skills Centre of Excellence	10 Nov 2017	Faulty detector in School building
Skills Centre of Excellence	14 Nov 2017	Ball hit call point, activating the fire alarm.
Kilmarnock	16 Nov 2017	Detector head in ceiling void activated – possibly due to dust.
Kilmarnock	11 Dec 2017	Faulty detector activated fire alarm.
Ayr - Riverside	08 Jan 2018	Aerosol spray in toilets activated fire alarm.
Skills Centre of Excellence	26 Jan 2018	Fire alarm activated in school
Skills Centre of Excellence	30 Jan 2018	Fire alarm activated in school
Skills Centre of Excellence	15 Feb 2018	Fire alarm activated in school
Kilmarnock	20 Mar 2018	Bin at front of campus on fire. Fire warden extinguished fire.
Kilmarnock	13 Jun 2018	Fire alarm activation in sprinkler pump house due to fault with pump.
Ayr – Riverside	21 Jun 2018	Detector head in level 3 toilets activated.
Ayr – Dam Park	27 Jun 2018	Contractors working which dispersed dust and activated the detector.
Ayr – Riverside	04 Jul 2018	Contractor working on fire panel, activated alarm which alerted fire & rescue.
Ayr – Dam Park	19 Jul 2018	Contractors working which dispersed dust and activated the detector.

The aforementioned incidents were considered as false call outs and were recorded as unannounced fire drills. There were also eight false alarm activations recorded at the former campuses in Holehouse Road and Townholm.

In addition, planned fire drills took place as necessary in accordance with the requirements of The Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006:

Campus	Date
Ayr – Riverside and Aero buildings	06 September 2017
Skills Centre of Excellence	20 September 2017
Kilwinning Campus	07 and 09 November 2017
Nethermains	30 January 2018

A fire safety enforcement officer visited the Kilwinning Campus in January 2018 to undertake a fire safety audit following a small fire in the refectory kitchen in December 2017. The officer was generally pleased with the fire safety arrangements in place and made two recommendations which have been implemented.

The Health and Safety Executive (HSE) carried out an unannounced inspection of the first floor of the Dam Park Building as part of their campaign focusing on refurbishment projects. The Inspectors pronounced that they were entirely satisfied with the contractor's activities.

4 Advice and Support

The primary health and safety advice resource for the College is provided through the Health, Safety and Wellbeing Manager and Advisors who advise on all aspects of health, safety and wellbeing for both staff and students.

The Team's core activities involve:

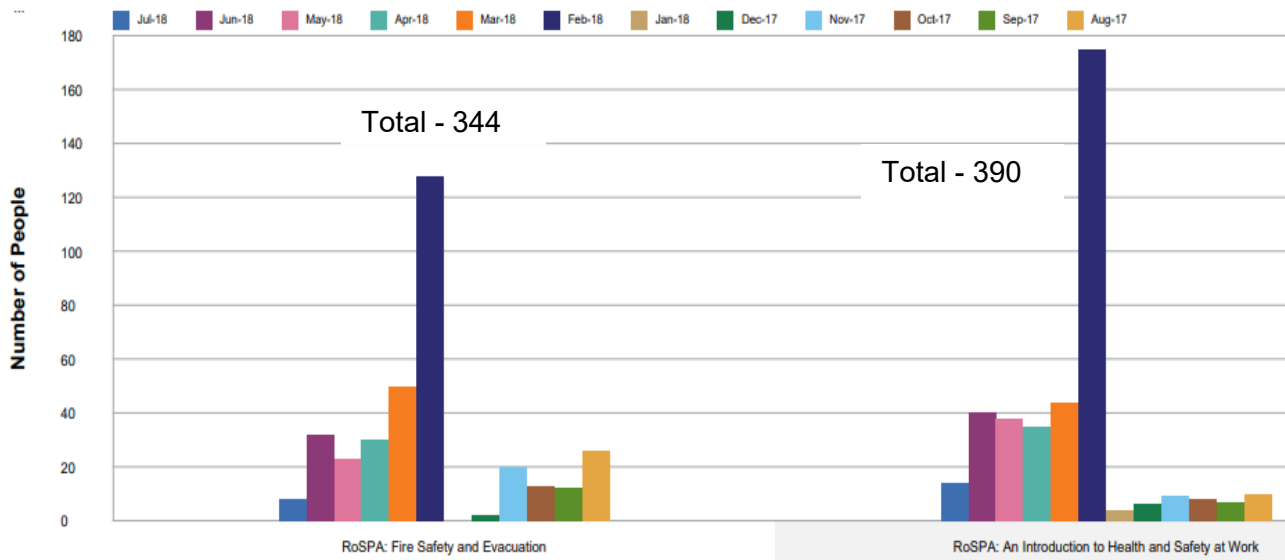
- Provision of advice and support
- Health and safety management audits
- Safety inspections
- Accident investigations
- Assessing new and proposed health and safety legislation and its impact on the College
- Consulting on health and safety policies and procedures
- Attending relevant meetings and committees
- Development and circulation of guidance on a variety of health and safety related subjects.
- Analysis of statistics and appropriate reports for committees, campus safety groups and working groups
- Supporting risk assessment processes including person specific
- Liaising on first aid matters including First Aider training
- Administration of the display screen equipment assessment process
- Administration of eye care vouchers
- Health and Safety training – Fire, Stress, Risk Assessment and Wellbeing topics
- Liaising with occupational health providers
- Liaising with enforcement organisations

5 Health and Safety Training

5.1 Online Training

Satisfactory completion of a range of Health and Safety courses is a mandatory requirement of all staff and these are now delivered as part of the eLearning suite of programmes. Details of the mandatory course completions during the reporting period are shown below in Table 1.

Table 1



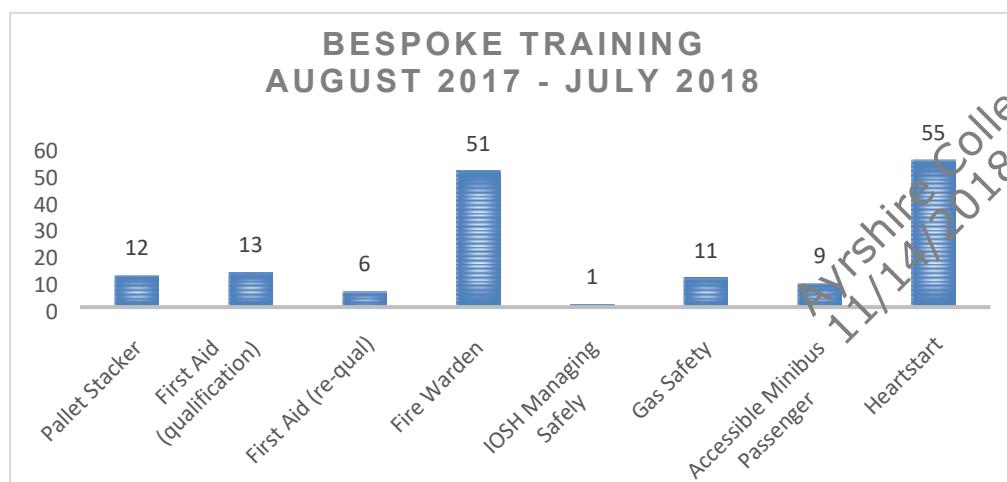
In addition to the mandatory courses, a comprehensive suite of health and safety eLearning courses are also available to staff.

5.2 Bespoke Training

During the review period a programme of training which focused on skills development and refresher skills training was delivered for a number of staff groups including ACES, Schools, Essential Skills, Widening Access and Evening Class Supervisors.

Table 2 provides further information on all tutor lead courses delivered during the reporting period.

Table 2



6 Audits

A total of 24 health, safety and wellbeing audits were undertaken across the Aerospace, Construction, Engineering and Science, Creative, and Catering Services areas during 2017 – 18.

Total No. of Actions	Completed Actions	Actions in Progress
179	116 (64.8%)	63 (35.2%)

The main themes from across the areas audited included:

- Updating Control of Substances Hazardous to Health (CoSHH) Assessments and training.
- Recording the servicing and maintenance of machinery and equipment.

Follow-up health, safety and wellbeing audits are scheduled for session 2018 – 19.

7 Health, Safety and Wellbeing Committee

The Health, Safety and Wellbeing Committee is formed under statute and is the principal consultation forum on health and safety within the College. The Committee meets on a regular basis and is chaired by the Director of Human Resources and Organisational Development. Membership represents all work groups, including trade unions and the Students' Association.

During the year 2017-18, regular reports on Health, Safety and Wellbeing were received by the Executive Management Team as part of the Human Resources and Organisational Wellbeing updates.

In addition, individual Health, Safety and Wellbeing reports were received by the Business, Resources and Infrastructure Committee.

- 12 September 2017
- 14 November 2017
- 13 March 2018
- 5 June 2018

The following provides an illustration of the primary issues considered by the Health, Safety and Wellbeing Committee during the reporting period:

- Monitoring accident reports
- Planning for proposed Health and Safety legislative changes
- Reviewing the Health, Safety and Wellbeing Policy
- Reviewing the Health, Safety and Wellbeing Committee Constitution
- Providing input to the review of College processes
- Monitoring the College Asbestos Register and action plan
- Monitoring Wellbeing and Safety initiatives across all College campuses
- Monitoring the actions arising from the Campus Safety Groups

8 Campus Safety Groups

The College has an extensive consultation framework in respect of Health, Safety and Wellbeing.

In addition to the Health, Safety and Wellbeing Committee, all main campuses have a dedicated Campus Safety Group which meet on a regular basis. Representatives attend the Health, Safety and Wellbeing Committee.

Periodically, task groups are formed to address specific subjects, examples include smoke free campuses, graduation working party and staff wellbeing days.

9 Policies and Guidance

Health, Safety and Wellbeing procedures and guidance documents are reviewed and updated on a regular basis. The policy and procedures reviewed within session 2017-18 included:

Policy Title
<ul style="list-style-type: none">Health, Safety and Wellbeing

Procedure Title
<ul style="list-style-type: none">Display Screen Equipment
<ul style="list-style-type: none">First Aid at Work
<ul style="list-style-type: none">COSHH
<ul style="list-style-type: none">Health Surveillance
<ul style="list-style-type: none">Control of Vibration at Work

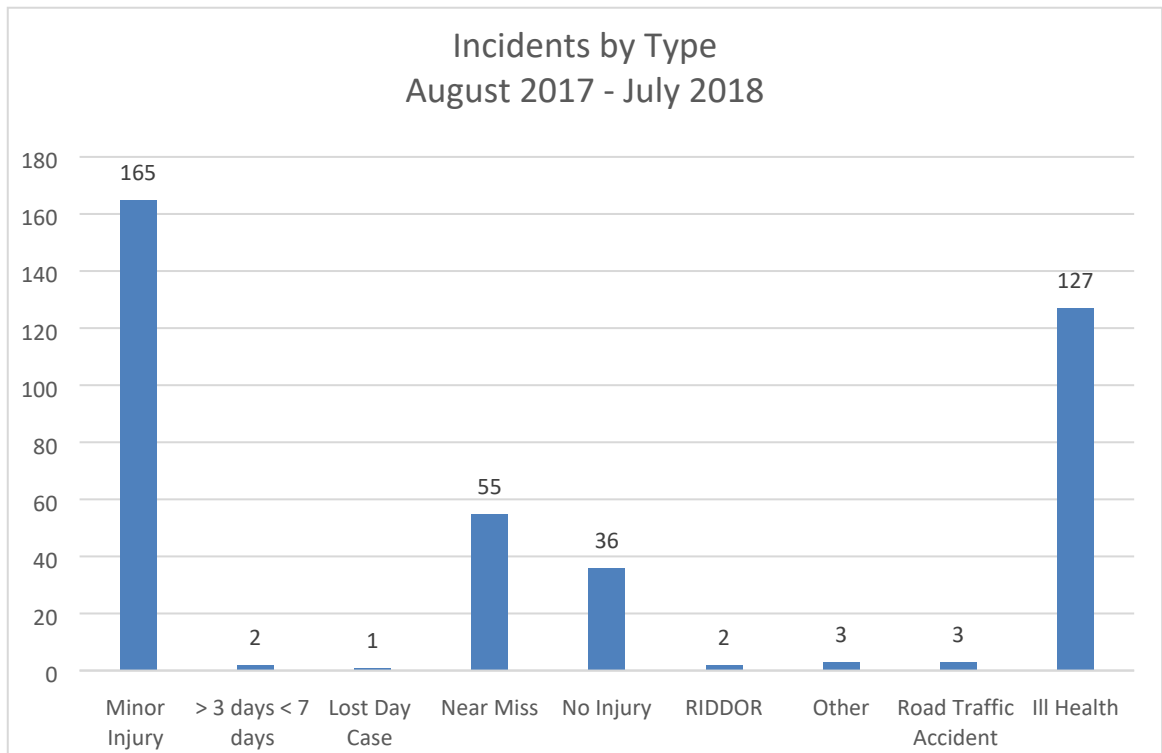
10 Accident and Incidents

The College is required by statute to record and maintain records of accidents that occur in connection with its work and activities. Quarterly accident reports are compiled for scrutiny by the Executive Management Team, Business, Resources and Infrastructure Committee and Health, Safety and Wellbeing Committee.

During the reporting period, there were 394 accidents and incidents reported to the Health, Safety and Wellbeing team, details are shown in the following tables.

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Table 4: Overview of Accidents and Incidents August 2017 – July 2018



The total number of incidents represents an 11.8% decrease in the number of incidents reported during 2016 – 17. The decrease could be attributed to increased awareness / training for staff and the Health, Safety & Wellbeing audit process which highlighted a number of hazards which have now been actioned.

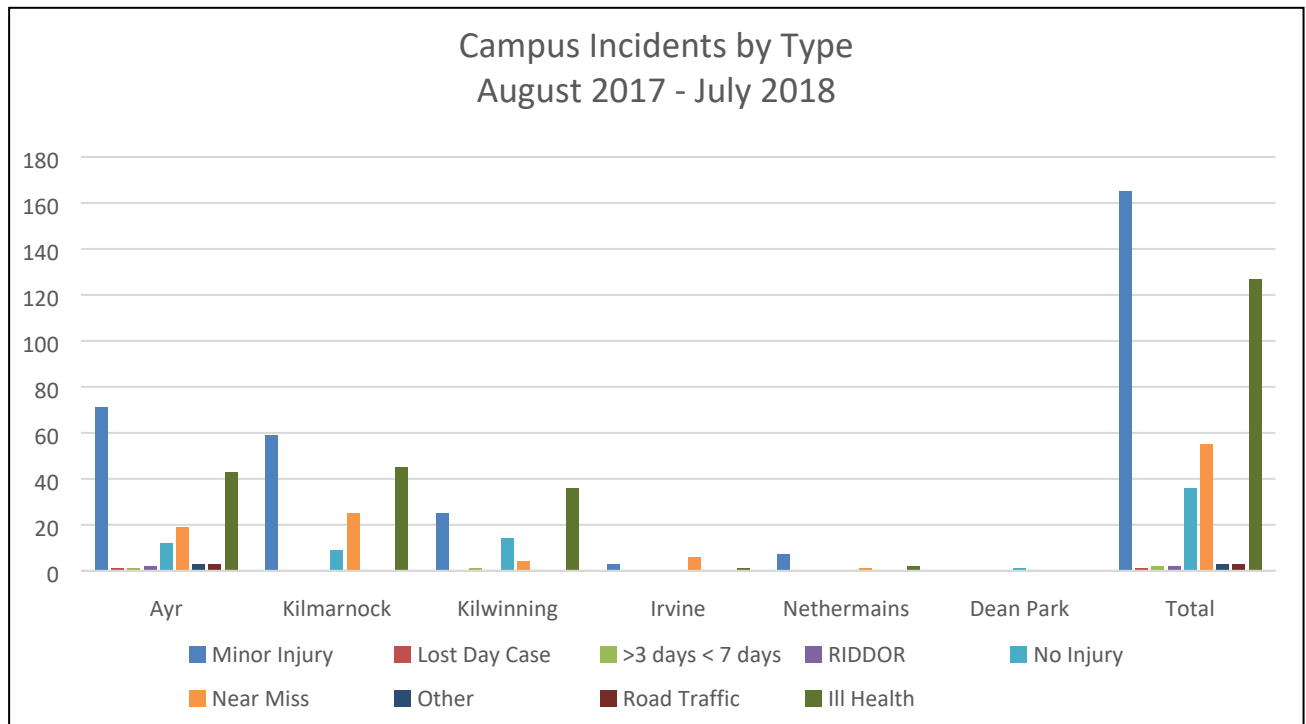
The Health, Safety and Wellbeing team continue to attend staff team meetings to promote good practice and raise awareness.

It should be noted that illnesses are not normally recognised in a typical health and safety workplace reporting system; however, due to the nature of the College environment, medical ratios have been included for trend analysis purposes.

The definitions of accident, near miss, dangerous occurrence and incident are set out at Appendix 2.

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Table 5: Campus Incidents by Type



Campus	Minor Injury	Lost Day Case	>3 days < 7 days	RIDDOR	No Injury	Near Miss	Other	Road Traffic	Ill Health
Ayr	71	1	1	2	12	19	3	3	43
Kilmarnock	59	0	0	0	9	25	0	0	45
Kilwinning	25	0	1	0	14	4	0	0	36
Irvine	3	0	0	0	0	6	0	0	1
Nethermains	7	0	0	0	0	1	0	0	2
Dean Park	0	0	0	0	1	0	0	0	0

There were 2 incidents reported to the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) detailed in the following table.

1. Ayr Campus	Nov 17	Student	Foreign body in eye
Mortar entered students eye when bricklaying. Preventative actions were identified and implemented.			
2. Ayr Campus	May 2018	Student	Cut from sharp object resulting in tendon damage to right index finger.
Preventative actions identified and implemented.			

11 Civil Action Claims

Claims received during the reporting period:

Person Involved	Injury	Current Situation
Staff	Soft tissue damage	Claim settled
Staff	Occupational Asthma	Awaiting medical reports
Staff	Exposed to Hazardous Substance	Case ongoing
Student	Minor head injury sustained during fall from beauty therapy bed	Case ongoing

Claims which arose in the previous reporting period and are ongoing include:

Person Involved	Injury	Current Situation
Student	Soup burn to hand	Liability status ongoing
Student	Injury to right knee after falling through partition floor	Further investigation ongoing

12 Health and Wellbeing

12.1 Occupational Health

Occupational Health is a specialist branch of medicine which focuses on health in the workplace and is concerned with the physical and mental wellbeing of staff.

The College's external occupational health provider offers support on work-related illnesses and accidents, carries out medical health checks for new and existing staff and monitors the health of staff. They also assist in the management of short and long term absences. A total of 60 occupational health referrals were supported during the period.

12.2 Health Surveillance

An external provider undertakes Occupational Health Surveillance for 'at risk' staff groups including Construction, Land Management, Engineering, Estates and ICT. During the period, 154 members of staff received health surveillance support.

12.3 Staff Counselling

Staff counselling services provide confidential advice and support via telephone or through private consultation with staff. Staff may self-refer or be referred as appropriate for counselling by their manager. During the review period, 17 people attended with a total of 58 sessions delivered.

12.4 Staff Support Programme and Wellbeing Activities

A programme of cross campus wellbeing events and campaigns was delivered:

Health and Wellbeing Marketplace at Staff Conference	August 2017
Yoga	September 2017
Boxercise (Kilwinning only)	September 2017
Hand Hygiene	September 2017
My Mental Health Matters	September/October 2017
Walking Challenge	October 2017
Prostate Cancer Awareness	November 2017
New Year – New You	January 2018
Sofa to 5K Walking Challenge	January 2018
Treatments offered to Staff and Students by Hair, Beauty, Complementary Therapies and Make-Up Artistry	January 2018
January Survival Guide prepared by Student Association	January 2018
Cancer Awareness month	February 2018
No Smoking Day	March 2018
Move More, Sit Less	March 2018
Promoting Wellbeing Conversation Cafes	March 2018
Cycle to Work Scheme	April 2018
National Walking Month	May 2018
The Daily Mile	May 2018
Skin Cancer Awareness	May 2018
Staff Wellbeing Day	June 2018

12.5 The College has achieved the Healthy Working Lives bronze award. The team has also contributed to the NHS strategies for Tobacco Action Planning and Mental Health and Wellbeing Action Planning.

13 Future Direction

13.1 Strategy and Action Plans

The Health, Safety and Wellbeing operating plan aligns itself to the People Strategy aim: *Supporting safe working environments and promoting health and wellbeing to encourage our people to focus on healthier life choices and wellness.* To achieve this aim, the Health, Safety and Wellbeing team will focus on the following to:

- Continue to review and improve the College's Health and Safety management arrangements.
- Support managers and staff in maintaining and achieving appropriate levels of competency and knowledge in health and safety to enable effective risk management.
- Increase staff involvement in health and safety performance to maintain and sustain a strong culture of health and safety.
- Work with key partners across our communities who are committed to maintaining, enhancing and supporting health and wellbeing.
- Develop a comprehensive wellbeing strategy to support the delivery of health and wellbeing programmes and initiatives.
- Encourage and support staff to adopt and maintain a healthy lifestyle through promoting both local and nationwide wellbeing and health initiatives.

Key areas of activity will focus on:

- Promoting and embedding the online Ayrshire College Safety Hub across all departments and curriculum areas.
- Revising the Health, Safety and Wellbeing Policy and its associated Procedures as necessary to ensure legislative compliance.
- Ensuring that health, safety and wellbeing information is communicated effectively.
- Ensuring that Fire Risk Assessments are undertaken for each Campus
- Supporting risk assessment processes as appropriate across all campuses
- Carrying out a programme of health and safety audits and inspections
- Wellbeing campaigns focusing on the Health and Safety Executive strategy: *Helping Great Britain to Work Well* and achieving Healthy Working Lives Silver Award.

Appendix 1

Definition of Accident, Near Miss, Dangerous Occurrence and Incident

Under the terms of Ayrshire College Health, Safety and Wellbeing Policy an Accident, Near Miss, Dangerous Occurrence and Incident is defined below:

An accident

The Health and Safety Executive define an accident as “any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”.

Example: A builder dropping a brick from a height, which caused injury to a person underneath, would be classed as an accident.

Near miss

A near miss can be defined as, “any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”.

Example: A builder dropping a brick from a height, which just missed a person standing underneath, would be classed as a “near-miss” incident. This incident did not cause an injury to a person but, under slightly different circumstances (the person standing nearer to the contact point) the person may have been injured.

Dangerous occurrence

A dangerous occurrence can be defined as, “any incident that has a high potential to cause death or serious injury” and is specified by the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). There are 27 categories of dangerous occurrences that are relevant to most workplaces.

Example: The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment; plant or equipment coming into contact with overhead power lines; the accidental release of any substance which could cause injury to any person.

Environmental incidents and miscellaneous incidents

Anything untoward such as threatening behaviour, physical violence, work related road traffic accident, leaks, odours etc. These may have underlying implications that impact on Health, Safety, Health and Wellbeing.

Further guidance is available from the Health and Safety Executive [RIDDOR guide reference INDG453](#).

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Business Resources and Infrastructure Committee – 20 November 2018**HR and Organisational Development Report August – September 2018****1 Human Resources Update****1.1 Recruitment and Selection**

A total of 17 internal adverts and 13 external adverts were placed during the reporting period, August to September 2018.

Thirty-four internal candidates were appointed to vacant job roles within the College, seven of which were promoted posts. In addition to this, eight new members of staff commenced employment with the College across a range of posts.

1.2 Sickness Absence

Sickness absence levels for the reporting period are as follows:

Term	August 2018	September 2018
Long Term	1.36%	2.02%
Short Term	1.47%	1.63%
Total absence	2.83%	3.65%

In comparison, the College sickness absence levels for the same period in 2017 were as follows:

Term	August 2017	September 2017
Long Term	2.25%	2.99%
Short Term	1.02%	1.43%
Total absence	3.27%	4.42%

Sickness Absence Reasons:

Absence Reason	August 2018		September 2018	
	Days Lost	Staff Affected	Days Lost	Staff Affected
Back pain/sprain/ strain/ musculoskeletal	145	14	129.43	15
Stomach/bowel/gastric/intestinal	78	14	70.67	14
Depression/anxiety/psychological	66	4	91	7
Accident - Non Work Related	0	0	43	4
Eye/ophthalmic	0	0	34	2
Post-Operative Recovery	28	4	0	0
Stress - Non Work Related	28	4	0	0

1.3 Maternity, Paternity and Adoption Leave

During the reporting period August 2018 to September 2018, 13 members of staff were on maternity leave. No members of staff accessed paternity leave.

1.4 Employment Relations

In the period August 2018 - September 2018, two disciplinary investigations, three dignity at work investigations and two stage two capability processes were in progress. One disciplinary hearing was on hold pending the outcome of informal resolutions.

In addition, one member of staff appealed the end of their fixed-term contract for 2017-18. The appeal has now concluded which was not upheld.

1.5 Flexible Working Requests

During the reporting period six members of staff submitted flexible working requests for consideration. This resulted in five members of staff reducing their contractual hours due to family circumstances. Finally, one member of staff changed their working pattern with no change to contractual hours.

2 **Staff Learning and Development Update**

2.1 digitalNOW

The annual staff event took place on 15 August at the Kilmarnock campus. The overarching theme running through all 46 workshops was the development of digital skills, both in learning and teaching and in service delivery.

A full evaluation of the event was undertaken and the feedback has been positive. Out of a possible circa 700 members of staff 236 completed the evaluation and of the total number of respondents, 60% were staff in learning and teaching roles.

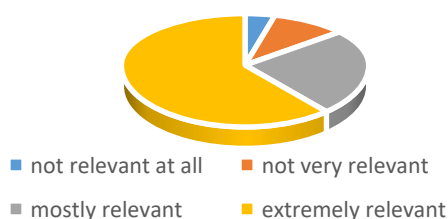
When asked how satisfied participants were with the event in general, with *1 being very dissatisfied and 4 being very satisfied*, the average score was 3.28 and 89% of staff scored either 3 or 4 (see chart below).

Feedback on Event in General



When asked how relevant to people's jobs the workshops were, with *1 being not at all relevant and 4 being extremely relevant*, the average score was 3.42 and 84% of staff scored either a 3 or 4 (see chart on next page).

Relevance of Workshop



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The most popular workshops, in relation to attendances and also feedback, were those focusing on Moodle, Living and Working in the Digital World, Microsoft Innovative Educator, Cybersecurity and Clickview.

Staff were also asked to comment on additional support they may require and many encouraging suggestions were put forward. A few of these are listed below:

- Produce videos of staff using digital technology in learning and teaching
- Arrange some longer, more practical Moodle sessions
- More development sessions on Office 365 (One Drive and Teams)
- More development on Microsoft Innovative Educator
- More development on e-portfolios

2.2 Investors in People

Next year marks the end of the College's current accreditation period with Investors in People (IiP). Since awarding the College with Gold IiP status in 2016 the organisation has moved onto a new framework based on the following nine elements:

- 1 Leading and inspiring people
- 2 Living the organisation's values and behaviours
- 3 Empowering and involving people
- 4 Managing performance
- 5 Recognising and rewarding high performance
- 6 Structuring work
- 7 Building capability
- 8 Delivering continuous improvement
- 9 Creating sustainable success

On Friday 19 October Ruth Kelling, IiP Advisor to the College, met with members of Executive and Senior Management Teams and departmental Heads. During November a series of focus groups involving members of staff are scheduled to take place. A full review will follow during 2019.

2.3 Mandatory Training and New Provider for Online Learning

A tender review process has recently been concluded, for a new learning management system and online learning provider, with the contract awarded to Charities Learning Consortium. This will provide a fresh look and feel to the learning portal and, in addition to mandatory training, will offer staff a wider range of online courses in areas such as: ICT, business skills, management skills and personal development. The current provider, Learning Nexus, will continue to host the learning portal and provide online mandatory training until the new system launches in January 2019.

3 **Equality and Inclusion Update**

3.1 Values, Inclusion, Equality and Wellbeing (VIEW) Steering Group

At the VIEW Steering Group meeting in September the Values brand was agreed and further developments to support its full implementation were discussed. Those present also agreed that a refreshed VIEW working plan for the academic year 2018-19 would be shared with VIEW Group members. The working plan aims to support the College's ongoing progress towards meeting its Equality Outcomes 2017-2021. Legislation requires the College to report on progress towards meeting these outcomes in April 2019.

3.1.1 Promoting Wellbeing Group

The Promoting Wellbeing group has developed the Promoting Wellbeing action plan 2018-20. As a result the College was nominated for a College Development Network (CDN) award, in the category of Health Promoting College, and were announced as winners at the awards event in Glasgow at the end of October.

Working with the Quality Enhancement team, the group continues to make positive progress on developing a Curriculum Mapping Tool (CMT), to capture good practice across the College. It is proposed that the 'How good is our College' question be adapted and embedded into programme team meetings, with the aim of gathering information which will influence and support further development of the CMT.

3.1.2 Equally Safe

Colleges and universities in Scotland have received a gender-based violence publication which includes a pop-out support card. This resource was created by the Equally Safe in HE and FE ministerial working group, of which the Principal is a member. Partner organisations of this working group include, the Scottish Government, Scottish Women's Aid, Rape Crisis, NUS Scotland, #theEmilyTest campaign, the Equally Safe in HE team at Strathclyde University, Colleges Scotland, College Development Network and Universities Scotland. College arrangements are in place to support the distribution of this resource to staff.

The College's EI Advisor attended Mentors in Violence Prevention (MVP) training with the view of adapting and implementing this within the College. Positive partnership working continues, with the College supporting each of the locality Violence against Women (VAW) partnerships as part of their 16 days of action plans. The College is leading on an employers and organisation working lunch event. This will be held at the Inver Restaurant at Ayr Campus, on Monday 26 November. The working lunch invites employers and organisations to consider how they might best respond to staff who experience gender-based violence.

3.1.3 Gender Leadership Group

The Gender Leadership Group met in early October to consider future initiatives. It was agreed that a Depute Chair would be appointed to support the Chair and EI Advisor in progressing the College's Gender Action Plan. The Chair and EI Advisor also attended the SFC Gender Action Plan Conference in October.

3.2 Ayrshire LGBT+ Education Network

The third Ayrshire LGBT+ Education Network was held on Tuesday 11 September at Kilmarnock Campus. Evaluations reflected that the Network continues to inform teaching practice positively. To promote the Network, the College's EI Advisor attended an East Ayrshire Council Health and Wellbeing event in August and presented at the North Ayrshire Council Health and Wellbeing Coordinator event in September. The EI Advisor is also presenting at the Pan-Ayrshire Learning Forum in November. Through this network, plans are also underway to organise 'join the mailing list' twilight sessions in each locality area.

3.3 Equality Charter Mark

An Equality Charter Mark for schools and the College is being developed, working in partnership with East Ayrshire Council and NHS Ayrshire & Arran. It is considered that the implementation of the Charter Mark could be supported through the Ayrshire Equality Partnership. The Charter Mark itself will focus on five protected characteristics and potentially include cross-cutting themes such as wellbeing.

4 **Health, Safety and Wellbeing Report**

4.1 Bespoke Training

Facilitated training workshops during this period included:

Type	Attendees
Evacuation Chair	30 delegates attended
Machine Shop	2 delegates attended

4.2 Mandatory and Online Training

Mandatory training completions during the reporting period:

Type	Completions
RoSPA: An Introduction to Health and Safety	34
RoSPA: Fire Safety and Evacuation	32

13 HSW eLearning courses were accessed and completed by a number of staff.

4.3 Accidents and Incidents

There were 58 incidents recorded during the reporting period, broken down as follows:

Campus	Riddor	Minor Injury	No Injury	Near Miss	Medical	Other	Total
Ayr	0	6	0	6	8	0	20
Kilmarnock	1	4	2	4	7	1	19
Kilwinning	0	3	4	0	8	0	15
Irvine	0	3	0	0	0	0	3
Nethermains	0	1	0	0	0	0	1
Total	1	17	6	10	23	1	58

One incident was reported to the Health and Safety Executive under RIDDOR compared to zero in the same period in session 2017/18.

1. Kilmarnock Campus	Sept 2018	Cut to finger
<i>Preventative Action</i> Student reminded to take care when using knives, and to be extra vigilant after they have been sharpened.		

4.4 Claims

During the reporting period there were zero civil claims received.

4.5 Fire Safety

Planned Fire Evacuations

27/09/18	Kilmarnock	Announced fire drill – evening class
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Unplanned Fire Evacuations (*included as near misses in stats above*)

07/08/18	Ayr – Dam Park	Contractor working on fire alarm caused the alarm to activate.
03/09/18	Kilmarnock	Aerosol use in accessible toilet on ground floor.
19/09/18	Ayr – Dam Park	The fire alarm failed to reset following weekly fire alarm test. Evacuation undertaken.

4.5 Risk Assessment and Surveys

In the reporting period, four health, safety and wellbeing audits had been completed: Bellrock Facilities Management (Kilwinning); Science (Kilwinning); Science (Ayr); and HBCTMU (Kilwinning). Two Health and Safety tours were undertaken at the Three Towns Motor Project in Ardrossan and the College area within Dean Park.

Corrective actions and timescale have been raised on the Ayrshire College Safety Hub and we will support the areas in ensuring the actions identified are progressed and closed out.

A total of 38 members of staff attended health surveillance appointments.

4.6 Health and Wellbeing Themes

During the reporting period the College achieved the Healthy Working Lives bronze award. The following key wellbeing themes were promoted during September 2018:

- #mymentalhealthmatters campaign
- Yoga (Kilmarnock) – sourcing other tutors for Ayr and Kilwinning
- Boxercise (Kilmarnock)

4.8 Policy and Procedures

Accident and Incident, Management of Risks and Infectious Diseases procedures are currently all under review.

An operational manual for the College drone is being developed with support from National Air Traffic Services (NATS).

4.9 Legislative Update

Changes to Health and Safety legislation will be detailed in the next report as new or reviewed legislation is issued in April and October of each year.

Jane McKie
Vice Principal People and Skills

(David Davidson, Director HR and Organisational Development)

12 November 2018

Business, Resources and Infrastructure Committee**20 November 2018****Subject:** 2018-19 Student Support Funds Position as at 8 November 2018**Purpose:** To update Members on the Student Support Funds position and projections as at 8 November 2018**Recommendation:** Members are asked to note the contents of this paper.**1. Current Situation**

The following sections of this paper provide details of the position of each student support fund as at 8 November 2018.

Members should note that while projected expenditure figures are included within this report there are a significant number of variables still to be factored including student retention rates, actual awards still outstanding and January 2019 start courses.

Financial projections will continue to be refined throughout the year for reporting to both the College leadership group and the Business, Resources and Infrastructure Committee.

SFC has published its 'In Year Redistribution' request and the final date for requesting additional funds is 23 November 2018. The College will submit a funding request based on the most upto date projections.

1.1 SFC Funds provided for Bursary Support

Total 2018-19 SFC Student Support Funds are £9,593,931. Table 1 below details the bursary support funds provided by SFC for 2018-19 together with projected expenditure figures as at 8 November 2018.

Table 1

Student Support Fund	Budget	Projected Expenditure	Difference
SFC Bursary	8,106,872	8,308,421	(201,549)
FE Childcare	671,575	579,306	92,269
HE Childcare	287,818	306,257	(18,439)
FE Discretionary	527,666	281,639	246,027
Total	9,593,931	9,475,622	118,309

The above figures also include initial projections for January 2019 start courses. These courses have however traditionally attracted students who would be EMA eligible rather than eligible for Bursary due to their expected age.

A change for AY 2018-19 is that care experienced students are now entitled to increased funding levels of £202.50 per week. The figures set out in Table 1 include circa £700,000 which relates to 129 care experienced students. The College has actively promoted the additional support available to care experienced students and continues to do so. The level of support and the number of identified care experienced students may therefore increase during AY2018-19.

1.2 Educational Maintenance Allowance (EMA)

EMAs are provided by the Scottish Government to support eligible 16 to 18 year-old students. The College's allocation for AY 2018-19 is £800,000. The College is currently projecting EMA spent of £660,570 at this time. Members are asked to note that this figure excludes January 2019 courses.

There is no financial risk in this area as actual amounts paid out are reimbursed in full to the College a month in arrears.

1.3 SAAS Funds provided for Higher Education Discretionary support

The College is also allocated funding from the Student Awards Agency for Scotland (SAAS) for eligible students completing HE programmes. This budget is administered in line with SAAS guidance.

Table 2 below details the HE Discretionary Fund Budget made available by SAAS for 2018-19 together with expenditure as at 8 November 2018.

Table 2

Student Support Fund	Budget	Projected Expenditure	Difference
HE Discretionary Additional	£124,768	£124,768	£0
Total	£124,768	£124,768	£0

The College at this stage cannot allocate more than the original budget of £124,768. However, we will submit a request for additional funding support to SAAS in January 2019 in line with its timescales. The level of additional funding requested will be based on the level of student demand at that time. In the interim the College will provide financial support to our most vulnerable students for essential costs, for example travel costs, from other budgets.

2. Consultation

No formal consultation is required given the subject of this paper.

3. Risks

The disbursement of student support funds and financial monitoring arrangements are key areas of financial risk for the College. In addition, issues arising from the management of the student support funds can impact significantly on the reputation of the College.

4. Equality Impact Assessment

An impact assessment was completed in respect of the 2018-19 Student Funding Policy and Procedures.

5. Conclusion

Members are asked to note the contents of this paper.

Michael Breen
Vice Principal, Finance and Skills
8 November 2018

(James Thomson - Director, Finance and Student Funding)

Publication

This paper will be published on the College website

Ayrshire College # 484082
11/14/2018 14:34:44

Business, Resources and Infrastructure Committee**20 November 2018**

- Subject:** SFC funded capital expenditure position as at 31 October 2018
- Purpose:** To provide a financial update to Members on the FY 2018-19 capital programme funded by SFC as at 31 October 2018
- Recommendation:** The Business, Resources and Infrastructure Committee is asked to note the contents of this paper.

1. Background

The Scottish Funding Council (SFC) announced the final capital/maintenance grant for financial year 2018-19 on 18 May 2018 (i.e. for the period April 2018 to March 2019). The grant funding allocated to the College was £3,693,732 with £928,983 identified for revenue maintenance grant purposes.

The balance of £2,764,749 is to be used for very high priority backlog maintenance and other planned capital works/expenditure and at its meeting on the 21 June 2018 the Board of Management agreed the projects and budgets. These are detailed in Table 1 below.

Table 1

Projects	Budget
Summer works 2018	£500,000
SFC very high priority backlog maintenance	£1,764,749
ICT replacement / upgrade	£250,000
Other capital projects	£250,000
Total	£2,764,749

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2. Current Situation

All colleges were subsequently asked by SFC to categorise their projects between revenue and capital works for accounting purposes. Ayrshire College completed and returned the estimated split to SFC. This is noted in Table 2 below.

Table 2

Projects	Capital Budget	Revenue Budget	Budget TOTAL
Summer works 2018	£500,000	£ NIL	£500,000
SFC very high priority backlog maintenance	£435,144	£1,329,605	£1,764,749
ICT replacement / upgrade	£250,000	£ NIL	£250,000
Other capital projects	£136,533	£113,467	£250,000
Total	£1,321,677	£1,443,072	£2,764,749

Capital

Table 3 below provides details on the capital expenditure budget versus actual position as at 31 October 2018.

Table 3

Projects	Capital Budget	Actual Capital Expenditure	Remaining
Summer works 2018	£500,000	£496,607	£3,393
SFC very high priority backlog maintenance	£435,144	£397,161	£37,983
ICT replacement / upgrade	£250,000	£249,396	£604
Other capital projects	£136,533	£20,943	£115,590
Total	£1,321,677	£1,164,107	£157,570

Revenue

Table 4 below provides details on the revenue expenditure budget versus actual position as at 31 October 2018.

Table 4

Projects	Revenue Budget	Actual Revenue Expenditure to 31 July 18	Actual Revenue Expenditure 1 Aug 18 to 31 Oct 18	Remaining
Summer works 2018	£ NIL	£	£	£
SFC very high priority backlog maintenance	£1,329,605	£131,370	£298,319	£899,916
ICT replacement / upgrade	£ NIL	£	£	£
Other capital projects	£113,467	£0	£64,668	£48,799
Total	£1,443,072	£131,370	£362,987	£948,715

3. Proposals

No further proposals are contained in this paper.

4. Consultation

No further consultation is required.

5. Resource Implications

All resource implications are detailed in section 2 above.

6. Risks

A number of risks exist in relation to estates improvement projects especially in older buildings. Cost and time overruns are key risks particularly given limited funding. In addition, any major works over the winter period have to be carefully managed to ensure, for example, that they are not delayed beyond March 2019 due to adverse weather.

7. Equality Impact Assessment

Equality Impact Assessments have been undertaken where necessary.

8 Conclusion

The Business, Resources and Infrastructure Committee is asked to note the contents of this paper.

Michael Breen
Vice Principal, Finance and Skills
9 November 2018

[James Thomson, Director of Finance and Student Funding]

Publication

This paper will be published on the College website.

Ayrshire College # 484082
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Business, Resources and Infrastructure Committee**20 November 2018****Subject:** 2018 Summer Works Projects - Final Financial Position**Purpose:** To provide the Business, Resources and Infrastructure Committee with the final costs of the projects and funding requirements**Recommendation:** The Business, Resources and Infrastructure Committee is asked to note the contents of this paper.**1. Background**

An update paper on the progress of the 2018 summer works projects was presented to the Business, Resources and Infrastructure Committee at the meeting held on 11 September 2018.

The projects include; the redevelopment of the first floor of the Dam Park building, a supported learning kitchen on the ground floor of the Riverside Building, a creative music area on the Ayr Campus and a new supported learning kitchen on the Kilwinning Campus including the provision of new smartboards and ICT where required.

2. Current Situation

The costs for the summer works projects were estimated at £1.3m and were to be funded by £500k from the Scottish Funding Council (SFC) capital grant and a grant of £800k from the Ayrshire College Foundation (ACF).

The College has now agreed final costs for the projects, which are noted in Table 1 below together with the final funding requirements.

Table 1

	£
Summer works 2018	1,166,547

Funded by:

SFC Capital Grant	500,000
ACF Grant	£666,547
Summer works	£1,166,547

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In terms of the final requirements for ACF funding this represents a saving of £133,453 when compared to the agreed of £800,000. This saving represents an opportunity for the ACF to support other College projects.

3. Proposals

No further proposals are contained in this paper.

4. Consultation

Consultation was undertaken with staff and students prior to the projects proceeding.

5. Resource Implications

All resource implications are detailed in section 2 above.

6. Risks

A number of risks exist in relation to capital work programmes especially in older buildings. Cost and time overruns are key risks particularly given limited funding.

7. Equality Impact Assessment

Equality Impact Assessments have been undertaken where necessary.

8 Conclusion

The Business, Resources and Infrastructure Committee is asked to note the contents of this paper.

Michael Breen
Vice Principal, Finance and Skills
12 November 2018

Publication

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