

BOARD OF MANAGEMENT ACTION TRACKER

COMMITTEE: Business Resources and Infrastructure Committee

| DATE RAISED | ACTION No | ACTION | DUE DATE | OWNER | STATUS* | COMMENTS |
|-------------|-----------|--|--|------------|-----------|----------|
| 14.11.17 | 1 | The addition of information within Section 10 of the Health Safety and Wellbeing Annual Report on the impact of the new Health, Safety and Wellbeing management system reporting mechanisms and the increase in the reported numbers of accidents and incidents. | December 2017 | J McKie | Completed | |
| 14.11.17 | 2 | The Committee asked to be kept informed on the progression of preparations for GDPR in the run-up to the implementation date May 2017 | June 2017 for final implementation report. | J McKie | Completed | |
| 16.03.18 | 3 | As a requirement of the progression of the progression of the Summer works 2018 proposals the Committee asked that a comprehensive business case be added to the Paper to underpin the proposals presented. | March 2018 | D Vallance | Completed | |

BRIC Action Tracker

| | | | | | | |
|----------|---|---|----------------|-----------------------|-------------|---|
| 16.03.18 | 4 | The Board of Management and the College's Executive Management Team to ensure that SFC and the Scottish Government continue to be kept informed on the impact the contractual PFI payments are having on the fiscal health of the College, until an appropriate and agreed solution is found. | Ongoing | Board Chair/Principal | In Progress | This will remain a constant work in progress until an agreed solution is reached. Currently, and at the request of SFC, a 2-year Financial Sustainability Plan (2019 – 2021) is in preparation, based on the FFR submitted to SFC on 2 October 2018. SFC has offered to fund 50% of the PFI costs over the 2-year period covered by the plan. |
| 5.06.18 | 5 | Complete the minuted amendments to the Strategic Workforce Plan 2018-2023 | June 2018 | J McKie | Completed | |
| 5.06.18 | 6 | Risk Register. Risk BRIC6 be revisited in 2018-19 in terms of the risks associated with Cyber Security, | June 2019 | M Breen/J Thompson | In Progress | |
| 11.09.18 | 7 | Paragraph 13.3. of the Financial Regulations be amended to reflect that the accountable officer for Data Security was the VP whose portfolio of responsibilities included ICT | September 2018 | M Breen/J Thompson | Completed | |
| 11.09.18 | 8 | Transfer of the Enterprise Fund, held by C3, to the Ayrshire College Foundation for the specific purpose of creating a | November 2018 | M Breen/J Thompson | Completed | |

BOARD OF MANAGEMENT ACTION TRACKER

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|----------|----|--|----------------|--------------------|-------------|--|
| | | ring fenced Enterprising Students Fund | | | | |
| 11.09.18 | 9 | From consideration of the HR&OD Report – the circulation of a calendar of activities for College events be circulated to members | September 2019 | J McKie | In Progress | |
| 20.11.18 | 10 | The addition of a new Risk, BRIC8, to the Risk Register to reflect the risks attached to the Transfer to Permanency process. | December 2018 | M Breen/J Thompson | Completed | |
| 20.11.18 | 11 | Risk Register: <ul style="list-style-type: none"> • BRIC6 and BRIC 8 be cross-referenced for future considerations • BRIC 7 be reassessed following the appointment of the new Principal and new Vice Principal. | March 2019 | M Breen/J Thompson | In Progress | |

* *Not Started / In Progress / Completed*

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Business, Resources and Infrastructure Committee

12 March 2019

- Subject:** 2018-19 Management Accounts as at 31 January 2019
- Purpose:** The Business, Resources and Infrastructure Committee are asked to note the financial position for period ended 31 January 2019.
- Recommendation:** The Business, Resources and Infrastructure Committee approves the 2018-19 Management Accounts as at as at 31 January 2019.
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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 January 2019 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 31 January 2019

The actual year to date operating surplus (after exceptional costs) is £2,002,591. This is a favourable variance of £589,140 when compared to the expected budget position of £1,413,451. In relation to the operating results after net depreciation and capital income, the position at 31 January 2019 is £361,200 favourable with actual results of £1,839,953 against a budget of £1,478,753. 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 | 25,204,744 | 24,956,421 | (248,323) |
| Total Expenditure | 49,408,788 | 23,791,293 | 22,953,830 | 837,463 |
| Operating Surplus/ (Deficit) | (26,438) | 1,413,451 | 2,002,591 | 589,140 |
| Exceptional Costs | 0 | 0 | 0 | 0 |
| Operating Surplus/ (Deficit) after Exceptional Costs | (26,438) | 1,413,451 | 2,002,591 | 589,140 |
| Net Depreciation | (2,196,500) | (1,098,246) | (1,326,186) | (227,940) |
| Capital Income | 2,327,092 | 1,163,548 | 1,163,548 | 0 |
| Operating Results after Net Depreciation and Capital Income | 104,154 | 1,478,753 | 1,839,953 | 361,200 |

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 | | (246,000) |
| SFC other grants | Favourable | 20,000 |
| Tuition fees | Adverse | (195,000) |
| Education contracts income | Adverse | (96,000) |
| Commercial income incl. FWDF | Adverse | (129,000) |
| Other operating income | Favourable | 154,000 |
| Expenditure | | 831,000 |
| Salary costs | Favourable | 708,000 |
| Other operating expenses | Favourable | 153,000 |
| Property costs | Adverse | (67,000) |
| New build unitary charge | Favourable | 52,000 |
| PFI costs | Adverse | (15,000) |
| Total Net Variances | Overall Favourable | 585,000 |

Income and Expenditure Projected to 31 July 2019

The College is forecasting an overall favourable change to the full year budget approved by the Board of Management in June 2018. The forecast operating surplus before Exceptional Costs is £63,180. This is £89,618 favourable against the budgeted position.

The College is however only forecasting this positive variance due to having identified £542,433 of efficiency savings. These savings are to mitigate forecast material variances in income targets. Details on the efficiency savings are set out in agenda item 5(2).

The projection completed for the January 2019 set of management accounts is detailed below.

| | 2018-19 Budget (£) | 2018-19 Forecast (£) | 2018-19 Variance (£) |
|--|-----------------------------------|-------------------------------------|-------------------------------------|
| Total Income | 48,802,350 | 48,541,162 | (261,188) |
| Total Expenditure | 48,828,788 | 48,477,982 | 350,806 |
| Operating Surplus/ (Deficit) | (26,438) | 63,180 | 89,618 |
| Exceptional Costs | 0 | 0 | 0 |
| Operating Surplus/ (Deficit) after Exceptional Costs | (26,438) | 63,180 | 89,618 |
| 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 | 193,772 | 89,618 |

Principal Variances – Year to Date

The main trading variances in the forecast are set out in the following table.

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| Main income/cost variances | Favourable/Adverse | £'s (Rounded) |
|--|---------------------------|------------------|
| Income | | (261,000) |
| SFC other grants | Favourable | 278,000 |
| Tuition fees | Adverse | (190,000) |
| Education contracts income | Adverse | (199,000) |
| Commercial income incl. FWDF | Adverse | (150,000) |
| Expenditure | | 351,000 |
| Salary costs | Favourable | 225,000 |
| Other operating expenses | Favourable | 317,000 |
| Property costs | Adverse | (278,000) |
| New build unitary charge and PFI costs | Favourable | 86,000 |
| Total Net Variances | Overall Favourable | 90,000 |

3. Balance Sheet – Executive Summary Commentary

| | 2018-19 January 2019 (£'000s) | 2017-18 July 2018 (£'000s) |
|---|-------------------------------------|----------------------------------|
| Total Fixed Assets | £111,699 | £113,396 |
| Total Current Assets | £7,181 | £2,981 |
| Total Current Liabilities | (£5,729) | (£3,552) |
| Provisions (Early Retirees) | (£1,630) | (£1,677) |
| Provisions (Other) | (£1,186) | (£1,186) |
| PFI Capital Creditor | (£6,956) | (£7,431) |
| NPD Capital Creditor | (£45,103) | (£45,717) |
| SPF Pension Liability | (£4,395) | (£4,395) |
| Deferred Capital Grants | (£11,089) | (£11,467) |
| Net Assets (Including Pension Liability) | £42,792 | £40,952 |
| Total Reserves Excluding Pension Reserve | £47,187 | £45,347 |
| Pension Reserves | (£4,395) | (£4,395) |
| Total Reserves | £42,792 | £40,952 |

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 approves the 2018-19 Management Accounts as at as at 31 January 2019.

Michael Breen
Vice Principal, Finance and Skills
27 February 2019

(James Thomson, Director of Finance and Student Funding)

Publication

This paper will be published on the College website.

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Business, Resources and Infrastructure Committee, 12 March 2019

HR and Organisational Development Report, October 2018 – January 2019

1 Human Resources Update

1.1 Recruitment and Selection

A total of 17 internal adverts and 16 external adverts were placed during the reporting period October 2018 to January 2019.

Sixteen internal candidates were appointed to posts within the College, four of which were promoted roles. In addition to this, 25 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 | October 2018 | November 2018 | December 2018 | January 2019 |
|---------------|--------------|---------------|---------------|--------------|
| Long Term | 2.25% | 2.70% | 3.08% | 2.25% |
| Short Term | 1.89% | 2.35% | 1.95% | 2.43% |
| Total absence | 4.14% | 5.05% | 5.03% | 4.68% |

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

| Term | October 2017 | November 2017 | December 2017 | January 2018 |
|---------------|--------------|---------------|---------------|--------------|
| Long Term | 2.69% | 2.30% | 2.05% | 2.52% |
| Short Term | 2.35% | 2.56% | 2.85% | 2.62% |
| Total absence | 5.04% | 4.86% | 4.90% | 5.14% |

Sickness Absence Reasons

| Absence Reason | October 2018 | | November 2018 | |
|---|---------------|----------------|---------------|----------------|
| | Days Lost | Staff Affected | Days Lost | Staff Affected |
| Depression / anxiety / psychological | 174 | 11 | 207 | 11 |
| Back pain / sprain / strain / musculoskeletal | 144 | 12 | 145 | 10 |
| Stomach/bowel/gastric/intestinal | 84 | 28 | 21 | 23 |
| Cold / flu | 56 | 21 | 103.5 | 29 |
| Post-Operative Recovery | 32 | 5 | 92 | 8 |
| Absence Reason | December 2018 | | January 2019 | |
| | Days Lost | Staff Affected | Days Lost | Staff Affected |
| Depression / anxiety / psychological | 201 | 12 | 168 | 12 |
| Back pain / sprain / strain / musculoskeletal | 124 | 13 | 131 | 13 |
| Asthma / bronchitis / respiratory | 75 | 13 | 91 | 10 |
| Post-operative Recovery | 68 | 4 | 0 | 0 |
| Stomach/bowel/gastric/intestinal | 68 | 18 | 66 | 25 |
| Cold / flu | 0 | 0 | 115.5 | 28 |

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1.3 Maternity, Paternity and Adoption Leave

During the reporting period, 14 members of staff were on maternity leave and four members of staff accessed paternity leave.

1.4 Employment Relations

In the period October 2018 to January 2019, one disciplinary investigation, two dignity at work investigations, one whistleblowing investigation and five stage two capability processes were in progress.

1.5 Flexible Working Requests

During the reporting period 11 members of staff submitted flexible working requests. Following consideration of the requests, two members of staff reduced their contractual hours due to caring responsibilities, two members of staff reduced their hours due to health reasons, one member of staff reduced their hours as part of a phased retirement application and one member of staff reduced their hours in order to gain a better work-life balance. One member of staff requested a period of sabbatical leave and another member of staff requested a change to their working pattern, both of which were also approved. Also in this period, a member of staff requested homeworking to support childcare responsibilities which was not approved.

A flexible working appeal meeting was held to consider a request from a member of staff for a reduction in hours to support caring responsibilities. This was not upheld due to service requirements within the department.

2 Staff Learning and Development Update

2.1 Continuous Professional Development (CPD)

The February CPD event saw over 40 staff development workshops, and 89 individual sessions, running across the three main campuses. Over 600 staff attended workshops, with more than 1000 bookings made through the iTrent system.

The themes running through all of the workshops were aligned to the strategic priorities of the College, as outlined in the Outcome Agreement and Strategic Plan.

- effective learning & teaching, incorporating use of digital skills
- mental health awareness
- building positive relationships for positive behaviour
- corporate parenting
- ACES
- student retention and success
- equality and diversity

The event and its impact are currently being evaluated by the staff Learning and Development (SLD) team and an update on this will be included within the next report.

2.2 PPDR – Incorporating the new Professional Standards for Lecturers

The Professional Standards for Lecturers have undergone a full review and the new standards have now been published by CDN, whose representatives are currently delivering awareness workshops for College staff from across the sector. The Personal and Professional Development and Review process for lecturing staff, which is based around the earlier Professional Standards, will now be refreshed in order to incorporate the new standards.

2.3 Induction Arrangements

Induction of new staff comprises, online induction (pre-service), corporate induction and local manager induction. For new lecturers a new support programme of mentoring and twilight workshops was introduced focusing on the fundamentals of learning and teaching. The SLD team are currently reviewing all aspects of staff induction.

2.4 Investors in People (IiP)

Ayrshire College currently holds Gold IiP status and the re-accreditation process is underway and due to be completed in August 2019. A diagnostic review was undertaken in November 2018 and the College is now working to take forward the recommendation from the review report. The next stage of the process will involve a full review, including an online survey for all staff.

2.5 GTCS Professional Update Validation

A very successful Professional Update validation event took place in December 2018. Validation status has not yet been officially announced; however, the College CPD and PPDR processes were highly commended and many elements of good practice were recognised as a result of this review process. As a result, following an official event marking the accreditation, Ayrshire College will become a validated centre for the GTCS Professional Update.

2.6 Mandatory Training and Online Learning

Following a tendering and procurement process, the College formed a new partnership with the Charities Learning Consortium for the provision of mandatory and other on-line training modules, as well as hosting the Staff Learning Portal. Staff are required to complete the following mandatory modules on an annual basis:

- An Introduction to Working Safely
- Fire Detection and Response
- Safeguarding
- Equality and Diversity
- Corporate Parenting
- GDPR

2.7 Leadership and Management Development

Following on from the introductory session offered as part of the digitalNOW event in August 2018, the full 'Working Smart' programme was delivered to a small group

of managers as a pilot. This pilot received very positive feedback and it is planned to repeat and extend the training to more managers.

A further programme of internally delivered management development will be delivered from August 2019.

2.8 Priorities for medium term

- Refresh the PPDR policy and process to reflect the new professional standards for lecturers
- Review staff induction arrangements
- Embed the new professional standards for lecturers
- Integrate digital skills further into learning and teaching and also service areas
- Utilise data analytics to measure impact and demonstrate correlation between staff engagement in professional learning and student outcomes

3 **Equality and Inclusion Update**

3.1 Shared Regional Equality Outcomes 2017-2021: Update

All partners involved in the shared regional Equality Outcomes 2017-2021 have worked together to prepare responses for the next reporting cycle of the Equality Outcomes 2017-2021.

All public sector bodies must publish an interim mainstreaming and equality outcomes progress report no later than 30 April 2019.

3.2. Promoting Wellbeing Group

The Promoting Wellbeing Group (PWG) enjoyed success at the College Development Network (CDN) awards in October winning in the category of 'Health Promoting College'. This was awarded to the College in recognition of the comprehensive Promoting Wellbeing Group's (PWG) action plan 2018-2021.

The PWG action plan continues to progress positively. Key activities have included the development of a wellbeing programme to be piloted with Construction and Trades January start students; New Year, New You campaign in January and mapping the NHS Ayrshire & Arran Whole-School approach to improve school/College transitions. The PWG has also supported the development and delivery of 'The Conversation' in Ayr Campus. This is a pilot project developed to support students and staff meet and discuss steps to maintain positive mental wellbeing and resilience.

3.3 Equally Safe

Progress continues in the development of a College Equally Safe plan with a short-life working group now established and a clear reporting structure defined through the Values, Inclusion, Equality and Wellbeing (VIEW) steering group. A College Equally Safe position statement has been published and additional resources have been created to improve awareness of gender-based violence and supports available.

3.4 Love doesn't hurt Conference - 15 February 2019

The College continues to engage positively in a pilot with Strathclyde University to contextualise the Equally Safe toolkit for college settings. As part of this work, the College hosted a regional event for colleges and universities from the West of Scotland on 15 February 2019, to promote engagement with and share learning on the implementation of the toolkit.

3.5 16 days of action – 25 November to 10 December 2018

Positive partnership working continued with the College supporting each of the locality Violence against Women (VAW) partnerships as part of their 16 days of action. This included, for example, hosting the first ever employers' working lunch at Inver Restaurant, Ayr Campus, on Monday 26 November. The event enabled the College to welcomed 27 delegates from a range of Ayrshire employers and organisations. The event was organised through the South Ayrshire multi-agency partnership to tackle violence against women and children of which the College is a member.

3.6 Ayrshire LGBT+ Education Network

In November, the Network held three locality-based 'Join the Network' events. The Network now has a mailing list of 100 practitioners from the education sector and related partners.

Almost all Network members have reported that their confidence and knowledge and understanding of LGBT+ issues has improved as a result of being part of the Network. Since the launch of the Network, the number of Secondary school Equality or LGBT+ specific groups has grown from four to eight in East Ayrshire. As a result of this, all East Ayrshire Secondary schools now have an established Equality or LGBT+ specific school groups.

3.7 Trans Edu Community of Practice

The College's Equality and Inclusion Advisor continues to chair the national Trans Edu Community of Practice (CoP). The Trans Edu research project that preceded the now established CoP won the Education Category at the Herald Diversity Awards in October 2018.

4 **Health, Safety and Wellbeing Update**

4.1 Mandatory and Online Training

Mandatory training was completed during the reporting period:

| Type | Completions |
|---|-------------|
| RoSPA: An Introduction to Health & Safety at Work 2018 (old portal) | 294 |
| RoSPA: Fire Safety and Evacuation 2018 (old portal) | 303 |
| Introduction to Working Safely * | 77 |
| Introduction to Health & Safety | 49 |
| Fire Detection & Response | 104 |

**Mandatory Health and Safety course moving forward.*

4.2 Accidents and Incidents

There were 157 incidents recorded during the reporting period, as follows:

| Campus | RIDDOR | Minor Injury | No Injury | Near Miss | Medical | Other | Total |
|--------------------|--------|--------------|-----------|-----------|---------|-------|-------|
| Ayr | 1 | 21 | 5 | 7 | 11 | 0 | 45 |
| Kilmarnock | 0 | 34 | 9 | 4 | 21 | 1 | 69 |
| Kilwinning | 0 | 7 | 3 | 0 | 20 | 0 | 30 |
| Irvine | 0 | 3 | 0 | 5 | 0 | 0 | 8 |
| Nethermains | 0 | 5 | 0 | 0 | 0 | 0 | 5 |
| Total | 1 | 70 | 17 | 16 | 52 | 1 | 157 |

Seventeen of the minor injury reports involved a member of staff.

One incident was reported to the Health and Safety Executive under RIDDOR which equals the number during the same period in session 2017/18.

| 1. Ayr Campus | Jan 2019 | Slip (Staff) |
|--|----------|--------------|
| <i>Preventative Action: The contractor has been instructed not to apply grit to carparks before 5:00 pm. The contractor will revisit Campuses in the overnight period should weather conditions make further gritting necessary.</i> | | |

4.3 Claims

During the reporting period there were zero civil claims received. Five claims are currently ongoing.

4.4 Fire Safety

Fire Evacuations (*included as near misses in incident stats*)

| | | |
|----------|------------|--|
| 11/10/18 | Kilmarnock | Malicious activation by member of public. |
| 24/10/18 | Kilmarnock | Build-up of smoke in training kitchen, fault with extraction. All cooking was suspended until repair work was carried out. |
| 25/10/18 | Kilmarnock | Detector activated by aerosol spray. |
| 26/10/18 | Ayr | Build-up of aerosol spray in Hair Salon. |
| 26/10/18 | Irvine | Alarm activated in PE area (school class). |
| 13/11/18 | Irvine | Alarm activated in school side. |
| 10/12/18 | Irvine | Detector in school kitchen activated. |
| 29/01/19 | Irvine* | Alarm activated in school side –malicious. |
| 30/01/19 | Irvine | Ball hit call point in gym hall (school class) |
| 31/01/19 | Irvine* | Alarm activated in school side –malicious. |

4.5 Internal Audits

In the reporting period the following health, safety and wellbeing audits were undertaken:

| Audit Type | No. of Audits Completed in period | No. of Actions Raised | No. of Actions Complete | No. of Actions in Progress |
|---------------------------|-----------------------------------|-----------------------|-------------------------|----------------------------|
| Department HSW Inspection | 7 | 47 | 36 (77%) | 11 (23%) |
| Estates HSW Inspection | 2 | 15 | 5 (33%) | 10 (67%) |
| Food Safety Inspection | 2 | 13 | 9 (69%) | 4 (31%) |

| | | | | |
|----------|---|---|---------|---------|
| HSW Tour | 2 | 9 | 5 (56%) | 4 (44%) |
|----------|---|---|---------|---------|

Appropriate plans are in place to ensure that all activities are implemented fully.

4.6 Risk Assessment and Surveys

A review of the fire risk assessments at Kilwinning and Nethermains Campuses has been completed.

Three members of staff attended health surveillance appointments.

4.7 Health and Wellbeing Themes

The undernoted key wellbeing themes were promoted.

- September 2018: #mymentalhealthmatters campaign
- November 2018: 365 Brighter Days in conjunction with the NHS Men's Health (poster campaign)
- December 2018: Twelve HSW days of Christmas (this was a social media campaign with a short health, safety or wellbeing message every day for twelve days in the run up to Christmas)
- January 2019: New Year New You
Launch of the Daily Mile

4.8 Policy and Procedures

The following Procedures were reviewed during the reporting period:

- HSWA 007 First Aid at Work
- HSWA 009 Display Screen Equipment
- HSWA 014 Control of Vibration at Work
- HSWA 021 Management of Radioactive Sources
- HSWA 022 Health Surveillance
- Ayrshire College Drone Operational Manual

4.8.1 Legislative Update

The HSE updated EH40/2005 Workplace Exposure Limits. The latest version includes 31 new and revised Workplace Exposure Limits (WELs) introduced by the 4th Indicative Occupation Exposure Limit Values Directive.

HSE announced it will review RIDDOR in relation to a number of sectors, including Education, specifically around non-worker accidents. The study found that there was major over-reporting in this category, particularly in the health, education and leisure sectors.

Jane McKie
Vice Principal People and Skills

[David Davidson, Director HR and Organisational Development]

4 March 2019

Business, Resource and Infrastructure Committee**12 March 2019****Subject:** 2018-19 Student Support Funds Position as at 8 February 2019**Purpose:** To update Members on the Student Support Funds position and projections as at 8 February 2019**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 February 2019.

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 final student retention rates and actual awards still outstanding.

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

1.1 SFC Funds provided for Bursary Support

Total 2018-19 SFC Student Support Funds are £10,040,477. Table 1 below details the bursary support funds provided by SFC for 2018-19 together with projected expenditure figures as at 8 February 2019.

Table 1

| Student Support Fund | Original Budget | Revised Budget | Projected Expenditure | Difference |
|-----------------------------|------------------------|-----------------------|------------------------------|-------------------|
| SFC Bursary | 8,106,872 | 8,553,418 | 8,437,226 | 116,192 |
| FE Childcare | 671,575 | 671,575 | 601,717 | 69,858 |
| HE Childcare | 287,818 | 287,818 | 302,172 | (14,354) |
| FE Discretionary | 527,666 | 527,666 | 365,036 | 162,630 |
| Total | £9,593,931 | £10,040,477 | £9,706,151 | £334,326 |

The above figures also include the latest information for January 2019 start courses.

A change for AY 2018-19 is that care experienced students are now entitled to increased funding levels of £202.50 per week. 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 has therefore increased during 2018-19. As at 8 February 2019 the increased

funding required for the additional care experienced students is £296,549. The Scottish Government is committed to fully fund the additional funding for care experienced students in 2018-19. The Scottish Funding Council (SFC) has therefore approved the additional funding of £296,549 to Ayrshire College.

The College did not apply for an in-year redistribution of student support funding for 2018-19 in December 2018. The College did request a re-profiling of student support funding, bringing forward £1,578,000 to be paid to the College before the end of March 2019. This request was approved by SFC on 20 December 2018.

The College continues to work hard to achieve its credits target for 2018-19 and we have had an influx of new applications for January start courses. The College highlighted this development to SFC in January 2019 and asked if there would be an opportunity to request additional funds at a later date in the event that it needed further support for non-care experienced students. The College is very conscious of the importance of not requesting funds that may not be required however, the influx of new applications for January start courses means that it is too early to determine if there will be a shortfall.

SFC informed the College that there was capacity within its in-year redistribution funds to provide Ayrshire College with additional support. The SFC has therefore awarded the College £150,000 through its in-year redistribution monies to cover any additional bursary award pressures that may arise due to the increase in January start applications.

Members are asked to note that the College may not be able to fully utilise the FE Discretionary budget for 2018-19. The College had proposed providing increased discretionary funding awards to students, however due to the requirements of universal credit increased discretionary funding would result in students having their overall funding stopped and as such would not be financially advantageous.

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 £587,025 at this time.

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.

The College's original budget was £124,768 and the College submitted a request for £22,588 of additional funding support to SAAS in January 2019. The level of additional funding requested was based on the level of student demand at that time. The College was awarded additional funding of £9,845.

Table 2 below details the HE Discretionary Fund Budget made available by SAAS for 2018-19 together with expenditure as at 8 February 2019.

Table 2

| Student Support Fund | Budget | Projected Expenditure | Difference |
|-----------------------------|-----------------|------------------------------|-------------------|
| HE Discretionary Additional | 134,613 | 134,613 | 0 |
| Total | £134,613 | £134,613 | £0 |

The College at this stage cannot allocate more than the budget of £134,613. The College will however 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
26 February 2019

(James Thomson - Director, Finance and Student Funding)

Publication

This paper will be published on the College website.

Ayrshire College #484082
03/06/2019 15:10:40

Business, Resources and Infrastructure Committee**12 March 2019**

- Subject:** SFC funded capital expenditure position as at 28 February 2019
- Purpose:** To provide a financial update to Members on the FY 2018-19 capital programme funded by SFC as at 28 February 2019
- 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 categorised their projects between revenue and capital works for accounting purposes. Ayrshire College completed and returned the estimated split to SFC. The College has since revised the split between capital and revenue from its original backlog maintenance budget. This change was approved by the Scottish Funding Council (SFC). The overall funding received and payments forecast are the same but the allocation between the two is different.

The revised categorisation between revenue and capital works projects 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 | £1,245,457 | £519,292 | £1,764,749 |
| ICT replacement / upgrade | £250,000 | £ NIL | £250,000 |
| Other capital projects | £136,534 | £113,466 | £250,000 |
| Total | £2,131,991 | £632,758 | £2,764,749 |

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Capital

Table 3 below provides details on the capital expenditure budget versus actual position as at 28 February 2019.

Table 3

| Projects | Capital Budget | Actual Capital Expenditure to 31 Jan 19 | Remaining |
|--|-----------------------|--|------------------|
| Summer works 2018 | £500,000 | £500,000 | £0 |
| SFC very high priority backlog maintenance | £1,245,457 | £1,267,455 | (£21,998) |
| ICT replacement / upgrade | £250,000 | £249,396 | £604 |
| Other capital projects | £136,534 | £116,082 | £20,452 |
| Total | £2,131,991 | £2,132,933 | £(942) |

Revenue

Table 4 below provides details on the revenue expenditure budget versus actual position as at 28 February 2019.

Table 4

| Projects | Revenue Budget | Actual Revenue Expenditure to 31 Jan 19 | Remaining |
|--|-----------------------|--|------------------|
| Summer works 2018 | £0 | £0 | £0 |
| SFC very high priority backlog maintenance | £519,292 | £113,031 | £406,261 |
| ICT replacement / upgrade | £0 | £0 | £0 |
| Other capital projects | £113,466 | £88,272 | £25,194 |
| Total | £632,758 | £201,303 | £431,455 |

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
28 February 2019

[James Thomson, Director of Finance and Student Funding]

Publication

This paper will be published on the College website.

Ayrshire College # 484082
03/06/2019 15:10:40