

BOARD OF MANAGEMENT ACTION TRACKER

COMMITTEE: Business Resources and Infrastructure Committee

(Paper 1a)

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	

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DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
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.
05.06.18	5	Complete the minuted amendments to the Strategic Workforce Plan 2018-2023	June 2018	J McKie	Completed	
05.06.18	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	

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DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
11.09.18	8	Transfer of the Enterprise Fund, held by C3, to the Ayrshire College Foundation for the specific purpose of creating a ring fenced Enterprising Students Fund	November 2018	M Breen/J Thompson	Completed	
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	
12.03.19	12	Chair of the Committee to meet with M Breen and J Thomson to consider the management accounts reporting.	May 2019	Chair/M Breen/J Thomson	In Progress	

DATE RAISED	ACTION No	ACTION	DUE DATE	OWNER	STATUS*	COMMENTS
12.03.19	13	Future reporting of SFC Funded Capital and Revenue Expenditure Programmes to include a narrative commentary on the projects including the benefits to learners.	May 2019	M Breen	In Progress	
12.03.19	14	The Committee recommends that a discussion on the impact of the role out of Universal Credit on learners should be held at the Learning and Teaching Committee early in 2019-20, with a subsequent discussion at a Board Meeting shortly afterward, informed by the discussion at LTC.	November 2019	Chair to discuss with future Chair of LTC.	Not Started	

* *Not Started / In Progress / Completed*

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Business, Resources and Infrastructure Committee

4 June 2019

- Subject:** 2018-19 Management Accounts as at 30 April 2019
- Purpose:** The paper provides a summary of the College's financial position as at 30 April 2019 and outlines the key variances for members' information. The paper also includes an outturn forecast to 31 July 2019.
- Recommendation:** The Business, Resources and Infrastructure Committee approves the 2018-19 management accounts for period ended 30 April 2019.
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1. Background

The most recent set of management accounts presented to the Business, Resources and Infrastructure Committee were for the period to 31 January 2019. The actual position as at January 2019 was an operating surplus of £2,002,591, compared to the expected budget of £1,413,451. The January management accounts also forecast an operating surplus to 31 July 2019 of £63,180 against a budgeted deficit of **£(26,438)**, a favourable variance of £89,618.

2. Current Situation

This paper summarises the actual position to date as well as providing a forecast to 31 July 2019. A complete set of the management accounts is included for reference within background information.

Actual Position to Date

The management accounts for period ended 30 April 2019 show a year to date operating surplus of £1,639,865. When compared to the expected budgeted position for April 2019 this is a favourable variance of £1,024,691. The year to date position, as at 30 April 2019, is set out in Table 1.

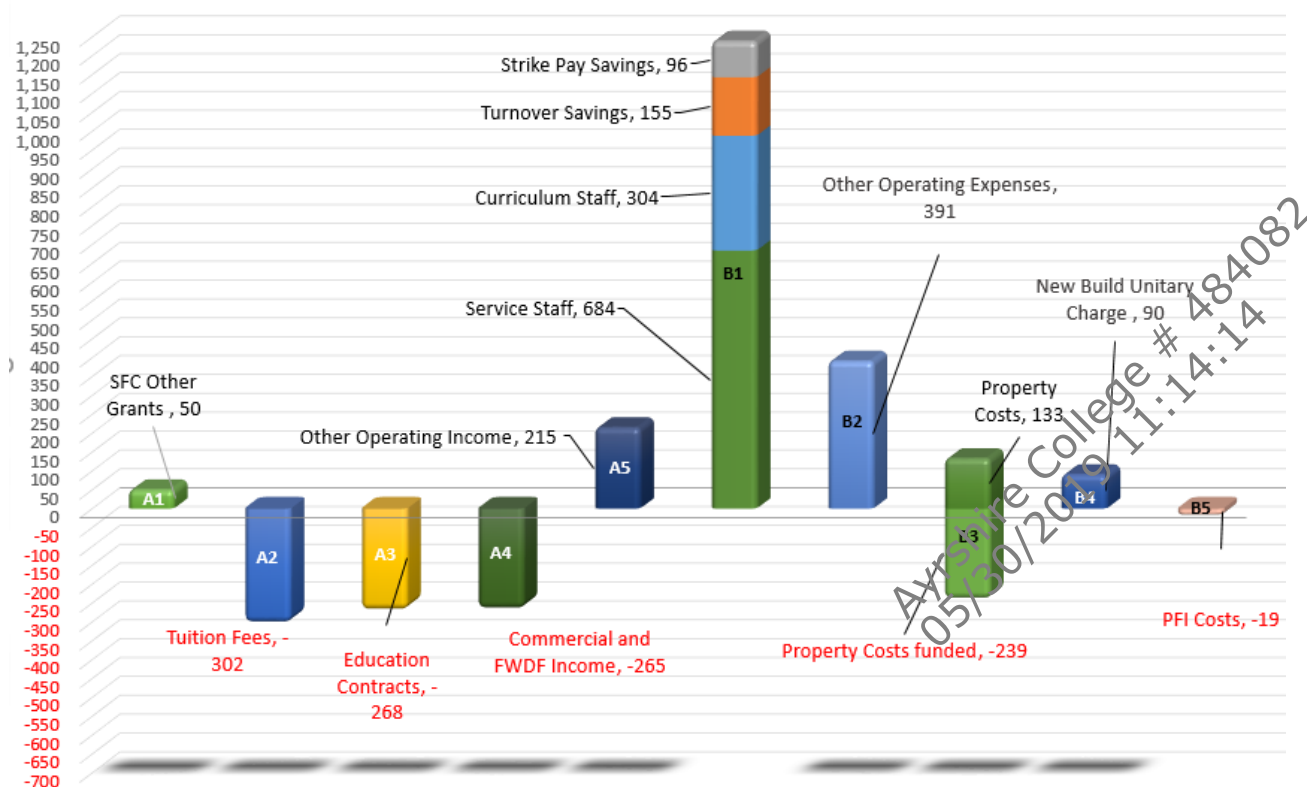
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Table 1 – Year to Date, as at 30 April 2019

	2018-19 Budget (£)	2018-19 YTD Budget (£)	2018-19 YTD Actual (£)	2018-19 Variance (£)
Total Income	49,382,350	£36,117,973	£35,546,271	£(571,702)
Total Expenditure	49,408,788	£35,502,799	£33,906,406	£1,596,393
Operating Surplus/ (Deficit)	(26,438)	£615,174	£1,639,865	£1,024,691
Exceptional Costs	0	£0	£0	£0
Operating Surplus/ (Deficit) after Exceptional Costs	(26,438)	£615,174	£1,639,865	£1,024,691
Net Depreciation	(2,196,500)	£(1,647,369)	£(2,001,402)	£(354,033)
Capital Income	2,327,092	£1,745,322	£1,745,322	£0
Operating Results after Net Depreciation and Capital Income	104,154	£713,127	£1,383,786	£670,659

Members will note that whilst there is an overall positive variance on the year to date position there are variances within both income and expenditure. These variances are shown in Diagram 1 with further information provided in the subsequent text.

Diagram 1 – Principal Variances Year to Date, as at 30 April 2019



The main trading variances in the period to date amounting to a net £1,028,000 are as follows:

(A) Income variances (net £(569,000) adverse) being:

- (A1) SFC Other Grants - £50,000 favourable variance. The variance is the net effect of reduced SFC Maintenance Grant and additional SFC strategic funds. Both of the changes in these grants are offset by matching increases in expenditure.
- (A2) Tuition Fees - £(302,000) adverse variance mainly due to lower than budgeted HE fees received.
- (A3) Education Contracts - £(268,000) adverse variance due to reduced SDS funding, reduced VQ funding and Foundation Apprenticeship student course numbers not being achieved.
- (A4) Commercial and FWDF Income - £(264,000) adverse variance due to commercial income targets not being achieved and £170,000 of FWDF income forecast to be received in AY2019-20.
- (A5) Other Operating Income - £215,000 favourable variance due to income exceeding budget in Catering.(£84,000), ELS (£63,000)and other Trading areas (£67,000)

(B) Expenditure variances (net £1,597,000 favourable) being:

- (B1) Salary Costs - £1,239,000 favourable variance, a saving of circa 5%. Overall savings have accrued from Curriculum staff budgets not being required due to student recruitment c. £304,000, posts budgeted in 2019-20 not being filled on a planned basis in advance of the organisational review c. £684,000. In addition, the College has exceeded its budgeted turnover target by c. £155,000. Savings have also resulted from EIS/FELA strike action c. £96,000.
- (B2) Other Operating Expenses - £391,000 favourable variance. This includes £194,000 of efficiency savings approved by EMT and a reduction of £178,000 in commercial and FWDF costs to offset reduced income.
- (B3) Property Costs - £(106,000) adverse variance. This includes additional SFC Funded refurbishment work which is offset by additional income.
- (B4) New Build Unitary Charge - £92,000 favourable variance. This variance reflects the College presenting the figures in line with the model agreed with our External Auditors. The overall charge remains the same.
- (B5) PFI Costs - £(19,000) adverse variance due to change in allocation between capital and interest.

Full Year Forecast Outturn to 31 July 2019

The College is forecasting an overall favourable position to the full year budget approved by the Board of Management in June 2018. The operating surplus before exceptional costs

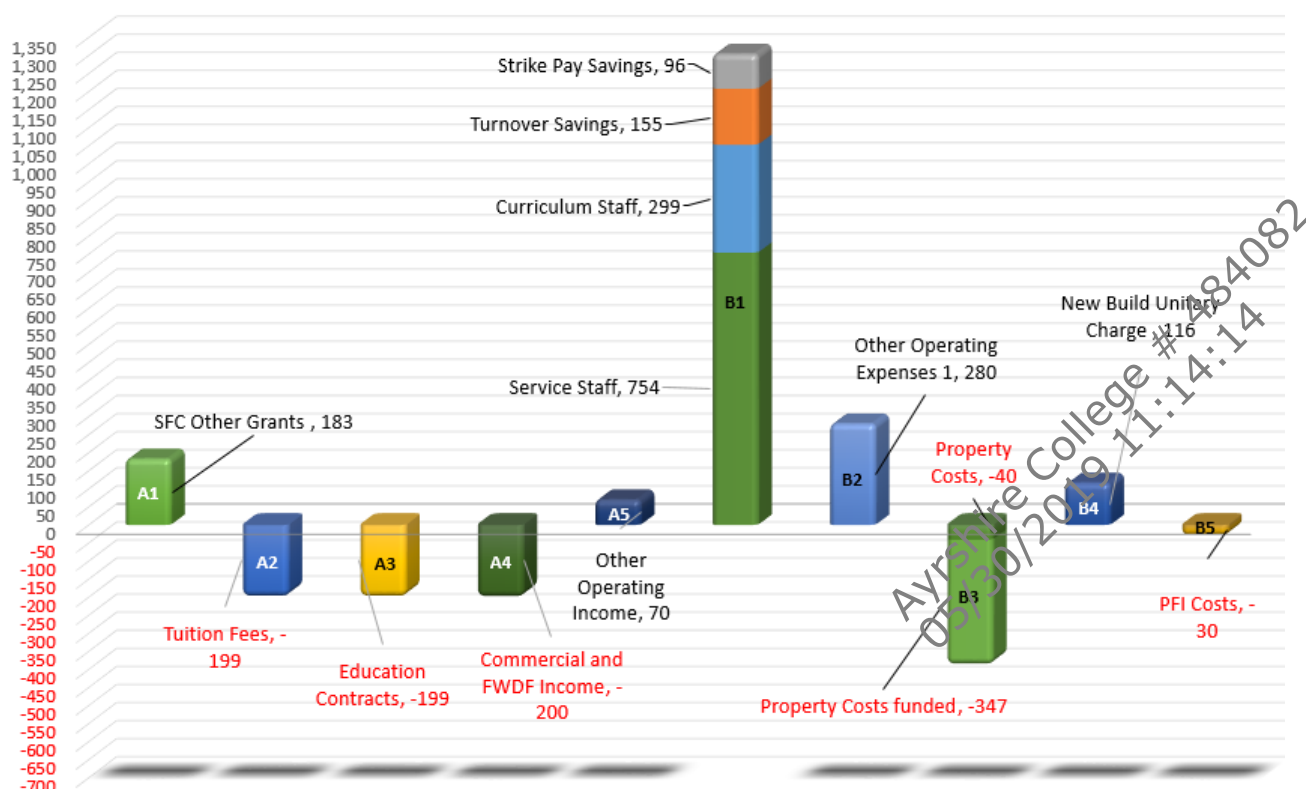
forecast in the April management accounts is £910,735. This is £937,173 favourable against the budgeted position. The projections as at 30 April 2019 are shown in Table 2.

Table 2 – Full Year Forecast Position, as at 30 April 2019

	2018-19 Budget (£)	2018-19 Forecast (£)	2018-19 Variance (£)
Total Income	48,802,350	£48,307,162	£(345,188)
Total Expenditure	48,828,788	£47,396,427	£1,282,361
Operating Surplus/ (Deficit)	(26,438)	£910,735	£937,173
Exceptional Costs	0	£0	£0
Operating Surplus/ (Deficit) after Exceptional Costs	(26,438)	£910,735	£937,173
Net Depreciation	(2,196,500)	£(2,695,000)	£(498,500)
Capital Income	2,327,092	£2,327,092	£0
Operating Results after Net Depreciation and Capital Income	104,154	£542,827	£438,673

Members will note that whilst there is an overall positive variance, there are variances within both income and expenditure. These variances are shown in Diagram 2 with further information provided in the subsequent text.

Diagram 2 – Principal Variances Full Year Forecast, as at 30 April 2019



The main trading variances in the forecast amounting to a net £937,000 favourable are as follows:

(A) Income variances (net £(345,000) adverse) mainly being:

- (A1) SFC Other Grants - £183,000 favourable variance mainly due to additional SFC Strategic Funds
- (A2) Tuition Fees - £(199,000) adverse variance mainly due to lower than budgeted HE fees received
- (A3) Education Contracts - £(199,000) adverse variance due to reduced SDS funding, reduced VQ funding and Foundation Apprenticeship student course numbers not being achieved
- (A4) Commercial and FWDF Income - £(200,000) adverse variance due to commercial income targets not being achieved and £170,000 of FWDF income forecast to be received in AY2019-20
- (A5) Other Operating Income - £70,000 favourable variance mainly due to Catering Income

(B) Expenditure variances (net £1,282,000 favourable) mainly being:

- (B1) Salary Costs - £1,304,000 favourable variance due to projected salary savings. Overall savings have accrued from Curriculum staff budgets not being required due to student recruitment c. £299,000, posts budgeted in 2019-20 not being filled on a planned basis in advance of the organisational review c. £754,000. In addition, the College has exceeded its budgeted turnover target by c. £155,000. Savings have also resulted from EIS/FELA strike action c. £96,000.
- (B2) Other Operating Expenditure - £280,000 favourable variance due to projected budget efficiencies identified.
- (B3) Property Costs - £(388,000) adverse variance primarily due to additional expenditure funded by SFC Strategic Funds.
- (B4) New Build Unitary Charge - £116,000 favourable variance. This variance reflects the College presenting the figures in line with the model agreed with our External Auditors. The overall charges remain the same.
- (B5) PFI Costs - £(30,000) adverse variance due to change in allocation between capital and interest.

3. Balance Sheet – Executive Summary Commentary

The Management Accounts for period ended 30 April 2019 include the College's balance sheet, as at 30 April 2019. A summary of the balance sheet position compared with the final position disclosed in the 2017-18 statutory accounts is set out in Table 3.

Table 3 – Balance Sheet as at 30 April 2019 and as at 31 July 2018



Ayrshire College Balance Sheet

			Period	9/2019	
	ACTUAL	PRIOR MONTH	MOVEMENT ON MONTH	PRIOR YEAR END	MOVEMENT FROM PRIOR YEAR
FIXED ASSETS					
Land	5,740,000	5,740,000	0	5,740,000	0
Freehold Buildings - Ayr	31,881,588	31,663,859	217,729	31,360,000	521,588
Leasehold Buildings	621,236	627,808	-6,572	680,384	-59,148
Kilwinning	18,653,863	18,695,720	-41,857	19,031,000	-377,137
Kilmarnock	52,342,787	52,430,532	-87,745	53,135,000	-792,213
Computer Equipment	1,785,602	1,856,874	-71,272	2,091,133	-305,531
Other Equipment	1,141,711	1,167,073	-25,362	1,358,224	-216,513
	112,166,788	112,181,866	-15,079	113,395,742	-1,228,954
CURRENT ASSETS					
Stocks	30,384	37,916	-7,532	23,518	6,866
Trade Debtors	86,468	432,671	-346,202	106,190	-19,721
Other Debtors	174,226	325,896	-151,670	399,070	-224,844
Prepayments and Accrued Income	481,747	850,554	-368,807	729,750	-248,004
Bank & Cash	4,267,033	3,809,139	457,894	1,722,546	2,544,487
	5,039,859	5,456,176	-416,318	2,981,074	2,058,784
CURRENT LIABILITIES					
Bank Loans and Overdrafts	0	0	0	0	0
Trade Creditors	-557,528	-946,302	388,775	-982,611	425,083
Other Creditors	-1,226,540	-1,233,863	7,323	-637,746	-588,794
SAAS	-8,995	-10,280	1,285	-16,705	7,710
SFC Monies	-504,344	-302,751	-201,593	-233,206	-271,138
PAYE/NIC	-628,658	-603,492	-25,166	-587,093	-41,564
VAT	303	-2,027	2,330	-9,557	9,859
SSF (SFC and SAAS)	-786,737	-662,538	-124,199	21,680	-808,417
Accruals	-808,552	-892,568	84,016	-1,106,752	298,200
	-4,521,050	-4,653,820	132,770	-3,551,990	-969,060
TOTAL ASSETS	112,685,596	112,984,222	-298,626	112,824,826	-139,229
Early Retiree Provisions	-1,607,338	-1,614,728	7,390	-1,676,773	69,435
Other Provisions	-1,186,140	-1,186,140	0	-1,186,140	0
PFI Capital Creditor	-6,717,944	-6,717,944	0	-7,430,635	712,691
NPD Capital Creditor	-44,799,611	-44,898,853	99,243	-45,716,917	917,307
Deferred Capital Grants	-11,643,705	-11,432,365	-211,341	-11,467,288	176,418
	-65,954,738	-65,850,030	-104,708	-67,477,753	1,523,015
NET ASSETS EX PENS LIABILITY	46,730,858	47,134,193	-403,334	45,347,073	1,383,786
Pension Liability	-4,395,000	-4,395,000	0	-4,395,000	0
NET ASSETS	42,335,858	42,739,193	-403,334	40,952,073	1,383,786
RESERVES					
Reserves brought forward	8,928,690	8,928,690	0	8,928,690	0
Year to date Trading	1,383,786	1,787,120	-403,334	0	1,383,786
	10,312,475	10,715,810	-403,334	8,928,690	1,383,786
Pension Reserve	-4,395,000	-4,395,000	0	-4,395,000	0
Total I&E Reserves	5,917,475	6,320,810	-403,334	4,533,690	1,383,786
Restricted Reserves	465,482	465,482	0	465,482	0
Business Resources and Infrastructure Committee	35,952,901	35,952,901	0	35,952,901	6 0
TOTAL RESERVES	42,335,858	42,739,193	-403,334	40,952,073	1,383,786

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 for period ended 30 April 2019.

Michael Breen
Vice Principal, Finance
28 May 2019

(James Thomson – Director of Finance & Student Funding)

Publication

This paper will be published on the College website.

Ayrshire College # 484082
05/30/2019 11:14:14

Business, Resources and Infrastructure Committee

4 June 2019

Subject: 2019-20 SFC funded capital and revenue expenditure programme/funding bid to Ayrshire College Foundation (ACF)

Purpose: To provide the Committee with proposals for Scottish Funding Council (SFC) funded capital and revenue expenditure for the financial year April 2019 to March 2020. In addition, the paper outlines a proposal for members to consider an application to the ACF to support ICT investment in 2019-20

Recommendation: Members are asked to approve the proposals within this paper and recommend approval to the Board of Management.

1. Background

SFC announced the final capital grant for FY 2019-20 on 16 May 2019 (i.e. for the period April 2019 to March 2020).

The grant funding allocated to the College is £124,000 (2018-19 £3,693,732) with £645,000 (2018-19 £928,983) identified for revenue maintenance grant purposes.

SFC has adopted for 2019-20 a revised allocation method to colleges for both capital and maintenance funding.

In overall sector terms, the capital and maintenance funding has reduced significantly between FY 2018-19 and 2019-20.

The capital allocation for 2019-20 is based around the levels of high priority backlog maintenance across the college sector. The 2019-20 total sector budget for capital is £12,395,000 and therefore the Ayrshire allocation of £124,000 is circa 1%. For information, eight college regions/individual colleges account for 86% of the total capital funding being made available.

The revenue maintenance grant funding has been allocated on the basis of the relative volume of credits for colleges. Ayrshire College's volume of credits represent approximately 7.5% of the total sector target.

2. Current Situation

Based on our capital allocation of £124,000 for FY 2019-20 it is clear that the capital expenditure proposals will be significantly more limited than in previous years.

Table 1 below sets out the limited projects for 2019-20.

Table 1

Projects	Budget
Refurbishment of Health and Social Care room (Kilwinning campus) *	£50,000
Budget for small projects including car park reconfigurations	£74,000
Total	£124,000

**This project was identified as the key strategic estates project required as part of the development of the 2019-20 Curriculum Delivery Plan.*

Ayrshire College Foundation (ACF)

The College agreed with the ACF a three-year £1.5 million investment programme to improve ICT facilities in our Ayr and Kilwinning campuses. Over each of the three years the College would allocate £250,000 which would be matched by the ACF.

In its first two years the College has exceeded the targets set in relation to the replacement/upgrade of end user devices within the citrix environment. Citrix was procured through the development of the new Kilmarnock campus project.

2019-20 represents year 3 and the College, due to the funding allocation received, is not able to match the £250,000 ACF commitment. As such, it is proposed that the College will request the £250,000 of funding already committed by the ACF. This will be used to support the ICT upgrade of two curriculum areas being computing/games and sound production (budget circa £200,000). These two curriculum areas, due to their specialist ICT requirements, do not benefit from inclusion within the citrix environment.

Due to infrastructure requirements the ICT team will request the remaining £50,000 is used to replace some of the ageing servers.

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 2020 due to adverse weather.

7. Equality Impact Assessment

Equality Impact Assessments have been undertaken where necessary.

8 Conclusion

Members are asked to approve the proposals within this paper and recommend approval to the Board of Management.

Michael Breen
Vice Principal, Finance and Skills
24 May 2019

Publication

This paper will be published on the College website.

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Business, Resources and Infrastructure Committee**4 June 2019**

- Subject:** 2019-20 Student Support Funds Allocation
- Purpose:** To update the Business, Resources and Infrastructure Committee on the 2019-20 Student Support Fund allocations
- Recommendation:** The Business, Resources and Infrastructure Committee is asked to note the contents of this paper.

1. Background

Ayrshire College receives three main funds to support students.

1. SFC funds for FE Bursary, Childcare and Discretionary support
2. Scottish Government Education Maintenance Allowance (EMA)
3. SAAS Funds for Higher Education Discretionary support

2. Current Situation**(1) SFC Funding provided for FE Bursary, Childcare and Discretionary support**

The final funding allocations for AY 2019-20 were published by SFC on 16 May 2019. The College has been allocated a total of £10,040,480 and Table 1 below provides a comparison to AY 2018-19.

Members are asked to note the final AY 2018-19 allocation includes £296,549 received by the College as part of SFC's in-year redistribution exercise.

Table 1

Student Support Fund	AY 2019-20 Funding Allocations	AY 2018-19 Funding Allocations (including redistribution)	Difference
Total Core Funds	£10,040,480	£10,040,480	£0

SFC has requested that each college allocates its total funding between bursary support, childcare support and discretionary funding. Ayrshire College's allocations are shown in Table 2 below. The allocations are based on experience and trends from previous years.

Table 2

Student Support Fund	AY 2019-20 Funding Allocation Split	AY 2018-19 Funding Allocation Split	Difference
Bursary	£8,690,480	£8,553,421	£137,059
FE & HE Childcare	£1,010,000	£959,393	£50,607
FE Discretionary	£340,000	£527,666	£(187,666)
Total Core Funds	£10,040,480	£10,040,480	£0

The reduction in the proposed FE Discretionary funding is due to the impact of universal credit payments. Experiences in 2018-19 showed that increased discretionary funding provided by the College would not be financially advantageous to students receiving universal credit payments.

(2) Educational Maintenance Allowance (EMA)

EMAs are provided by the Scottish Government to support eligible 16 to 18 year old students.

The initial estimated expenditure for Ayrshire College on EMAs for 2019-20 is **£800,000**, based on our 2018-19 experience. The Scottish Government will reimburse the actual amount paid by the College in full and as such, the College is not exposed to financial risk.

(3) SAAS Funds provided for Higher Education Discretionary support

The College will also be allocated HE discretionary funding from the Student Awards Agency for Scotland (SAAS) for eligible students completing HE programmes.

The SAAS funding allocation is due to be announced in June 2019.

3. Consultation

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

4. Resource Implications

No further resource implications require to be noted.

5. Risks

The disbursement of Student Support Funds and financial monitoring arrangements are key areas of financial risk for Ayrshire College. A number of existing controls are in place including regular reporting and detailed analysis of student information.

6. Equality Impact Assessment

The Student Funding policy and procedure for 2019-20 will be presented to the College Leadership Team in June 2019. The policy and procedure will include an impact assessment as part of the approval process.

7. Recommendation

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

Michael Breen
Vice Principal, Finance
22 May 2019

Publication

This paper will be published on the College website.

Business, Resources and Infrastructure Committee, Tuesday 4 June 2019**HR and Organisational Development Report, February – April 2019****1 Human Resources Update****1.1 Recruitment and Selection**

A total of three internal adverts and fourteen external adverts were placed during the reporting period.

Six internal candidates were appointed to new roles within the College, one of which was permanent. In addition to this, 16 new members of staff commenced employment with the College across a range of posts, three of which were permanent. All other appointments were fixed term as a result of the organisational review process.

1.2 Sickness Absence

Sickness absence levels for the reporting period are as follows:

Term	February 2019	March 2019	April 2019
Long term	2.79%	2.44%	2.24%
Short term	2.08%	1.75%	1.12%
Total absence	4.87%	4.19%	3.36%

In comparison the College sickness absence levels for the same period in 2018 were as follows:

Term	February 2018	March 2018	April 2018
Long term	1.99%	2.03%	2.24%
Short term	2.36%	2.26%	1.56%
Total absence	4.35%	4.29%	3.80%

Sickness Absence Reasons were as follows:

Absence Reason	February 2019		March 2019		April 2019	
	Days Lost	Staff Affected	Days Lost	Staff Affected	Days Lost	Staff Affected
Depression / anxiety / psychological	153	10	135	10	87	6
Back pain / sprain / strain / musculoskeletal	125	11	163.4	19	113	10
Cold / flu	116.4	33	0	0	0	0
Post-Operative Recovery	55	6	46	5	70	5
Stomach / bowel / gastric / intestinal	40.5	14	62.1	18	54.5	14
Stress non-work related	0	0	52	3	0	0
Genito-urinary	0	0	0	0	40	3

1.3 Maternity, Paternity and Adoption Leave

During the reporting period February to April 2019, 14 members of staff were on maternity leave and three members of staff accessed paternity leave.

1.4 Employment Relations

In the reporting period, four disciplinary investigations, five dignity at work investigations, two whistleblowing investigations, one grievance hearing, two stage one capability processes and two stage two capability processes were in progress. The College also continued to respond to correspondence relating to an ongoing employment tribunal.

1.5 Flexible Working Requests

During the reporting period five members of staff submitted flexible working requests for consideration. The requests that were considered resulted in one member of staff reducing their contractual hours due to caring responsibilities, and one member of staff reducing their hours as part of a phased retirement application. One member of staff had their application to reduce their hours, declined and two applications are currently being considered. Finally, a flexible working appeal meeting was convened in February, for a member of staff who had requested homeworking to support childcare responsibilities. The appeal was not upheld and the application was not approved.

1.6 Job Evaluation

The national scheme of job evaluation for support staff was introduced across the sector in March 2019. The College had earlier identified 128 roles which will go forward for job evaluation. A timescale of 28 June 2019 has been set for the submission of all completed role outline questionnaires for the 128 roles.

A programme of information seminars was delivered to staff and managers during April, and all teams are now focused on the completion of role outline questionnaires. Managers and staff are currently being supported through drop-in and focussed team workshops.

2 Staff Learning and Development Update

2.1 Spring CPD Programme

Following on from the “Work on Wellness” programme that ran in March and April, the “Spring into CPD” programme was launched offering sessions on a number of key priority areas including digital skills, mental health, British Sign Language (BSL) and gender based violence.

A second cohort of staff will attend a two day course on Mental Health First Aid, which will result in around 30 staff having completed this training since February 2019. Dr Anna James will deliver sessions on Mental Health Awareness in FE in June which will offer further support on how staff can understand and identify what mental health means and strategies that can be used to minimise poor mental health and manage issues that can often be faced.

Further sessions on BSL have been organised in response to a growing demand across the College to support students, staff and visitors. Over 50 staff members have attended sessions so far with a further 25 booked on sessions taking place over the next few weeks.

In order to support service staff in the Catering team, sessions have been organised to increase their confidence using Outlook email, iTrent ESS for payslips and CPD, and accessing the Staff Learning Portal.

2.2 Plan for Promotion of the New Professional Standards for Lecturers

A range of activity has taken place to support the introduction of the new professional standards for lecturers:

- Professional and Personal Development Review (PPDR) process review and update to incorporate the new standards
- Development of a new online professional learning reflective log / toolkit
- Promotion of the standards through a podcast, staff induction and a poster campaign
- SLD Manager met with CMs (during May) to discuss their role in promoting and embedding the new standards
- A range of workshops are also planned for August which will focus on the standards.

2.3 Induction Arrangements

Induction of new staff comprises the following elements: online induction (pre-service), corporate induction and local induction. A programme of mentoring and twilight workshops on the fundamentals of learning and teaching has also been introduced for new lecturing staff. The SLD team is continuing to review the induction processes to support the new academic year.

2.4 Investors in People (IiP)

A re-accreditation process is due to take place in August 2019 and work is continuing to make the necessary arrangements for this. The process will be based on the new IiP framework.

2.5 GTCS Professional Update Validation

The College was approved as a validated centre for the GTCS Professional Update process in December 2018. The official certification event took place in May 2019.

The professional standards for lecturers are moving from Scottish Government ownership (under the guardianship of CDN) to GTCS this year.

2.6 Lecturer Registration

It has been agreed by the NJNC that lecturers will be registered and regulated by GTCS. Details of the registration process e.g. the qualification for registration, have still to be agreed. There is a working group considering the details of this and the expectation is that there will be a 3-5 year transition period. The group comprises GTCS, EIS-FELA, Employers' Association and TQFE providers.

2.7 Online Learning

Following a procurement exercise, the new Staff Learning Portal was introduced in December 2018. The level of staff engagement has been positive with 1,300 non-mandatory modules completed by staff, to date, which is a significant increase from the previous system.

The HSW team and the Staff Development team have been working closely to identify modules relevant to specific subject areas and as a result of this, custom dashboard interfaces have been created for a range of staff teams and managers.

The mandatory training online modules include:

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

2.8 Leadership and Management Development

A further two cohorts, mainly Curriculum Managers, have embarked on the Working Sm@rt programme. This two day course (plus individual telephone coaching) develops skills in project planning, managing time, workload and priorities, performance management and overall improvement in personal effectiveness. The aim is to deliver this programme to all managers by the end of session 2019-20.

2.9 Professional Teaching Qualifications

The College's TQFE programme provider will move to the University of Stirling from Dundee for the new academic year. The delivery model offered by Stirling meets the College's current requirements more effectively.

2.10 Priorities for medium term

Moving forward, the Staff Learning and Developing are working on the following key areas of activity:

- Refreshing the PPDR policy and process for all staff groups
- Establishing a process for the 'Enhancement of Qualifications'
- Reviewing staff induction arrangements
- Embedding the new professional standards for lecturers

- Integrating digital skills further into learning and teaching and also service areas
- Utilising data analytics to measure impact and demonstrate correlation between staff engagement in professional learning and student outcomes

3 Equality and Inclusion Update

3.1 Mainstreaming Equality 2017-2019 and Equality Outcomes 2017-2021: Interim Progress Report

The College's [Mainstreaming Equality 2017-2019 and Equality Outcomes 2017-2021 interim progress report](#) is now available on the College's website. The report fulfils the College's legislative Public Sector Equality Duty (PSED) requirements. The report concluded that the College had made good progress towards mainstreaming equality throughout College functions, processes and activities. At the same time, it was also acknowledged, that further work in key areas is required and through this, key priorities were identified. The report concluded that the College was making good progress towards achieving its Equality Outcomes 2017-2021.

3.2. Promoting Wellbeing Group

The Promoting Wellbeing group continues to progress well with its Promoting Wellbeing action plan 2018-2021.

It has been agreed that a progress report will be available in June 2019 and thereafter, an annual report will be produced to reflect on achievements.

The Promoting Wellbeing group supported the student-led #PassingPositivity campaign as well as other activities throughout Mental Health Awareness Month in May.

Support has also been provided to the Students' Association led 'Wear it on your sleeve' initiative. This initiative aims to encourage male students and staff in particular to be more open about their mental health and wellbeing. This will be a long-running initiative with plans in place for further work in the next academic term.

3.3 Equally Safe

Progress continues to be made in the development of the College's Equally Safe action plan and the delivery of activities and events including the 'Love Doesn't Hurt' conference.

Partnership working remains a key priority also and on Thursday 30 May 2019, Ayr Campus will host a working breakfast focussed on the response to domestic abuse within the workplace. The College is a key partner for this event, which has been organised through the South Ayrshire Violence against Women Partnership. This popular event will be opened by local Councillor Laura Brennan-Whitefield, with registration now full. A post-event evaluation will be carried out.

3.4 Ayrshire LGBT+ Education Network

The Network has now held three 'Meets' during the current academic year with the most recent taking place in May. Attendance remains good with positive engagement across Ayrshire.

3.5 Positive about disability: phase two

The College was successfully accepted to participate in the Advance HE staff project. This project is a continuation of previous work supporting staff disability. A project team is currently being formed and will meet with Advance HE in June.

4 **Health, Safety and Wellbeing Report**

4.1 Mandatory and Online Training

Mandatory training completions during the reporting period:

Type	Completions
Introduction to Working Safely	109
Fire Detection & Response	110

4.2 Accidents and Incidents

There were 88 incidents recorded during the reporting period:

Campus	Riddor	Minor Injury	No Injury	Near Miss	Medical	Other	Total
Ayr	0	15	1	2	8	1	27
Kilmarnock	1	12	5	4	7	0	29
Kilwinning	0	14	1	1	10	1	27
Irvine	0	2	0	2	0	0	4
Nethermains	0	1	0	0	0	0	1
Total	1	44	7	9	25	2	88

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

One incident was reported to the Health and Safety Executive as a precaution under RIDDOR:

1. Kilmarnock Campus	Feb 2019	Choking (Staff)
<i>Member of staff choked when tasting food prepared by students. Two colleagues attempted to dislodge the piece of food which required the Heimlich Manoeuvre. The member of staff attended A&E with a suspected fractured rib.</i>		

4.3 Claims

During the reporting period there were zero civil claims received. Three claims are ongoing and one was settled during the period.

4.4 Fire Safety

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

Date	Campus	Details
01/02/19	Irvine	Malicious activation by school pupil.
06/02/19	Ayr	G42 Workshop – call point maliciously activated.
08/02/19	Kilmarnock	Delivery of Biomass pellets creating dust in the boiler house which activated the detector head.
07/03/19	Irvine	Malicious activation - deodorant can and lighter used by school pupil. Police contacted.
18/03/19	Kilmarnock	Malicious activation – student smoking and/or spraying deodorant in disabled toilet. Student disciplinary procedure followed.
17/04/19	Kilmarnock	Detector 1.28 activated. Investigation discovered detector addressed incorrectly and rectified by Spie.
25/03/19	Ayr	G41 workshop – build-up of bricklaying dust that had settled on the inlet was blown across to the detector which was located close by. The detector has been moved.

4.5 Internal Audits

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

Audit Type	No. Completed	No. of Actions	Completed Actions	Actions in Progress
Department HSW Inspection	6	56	26 (43%)	30 (57%)
Food Safety Inspection	3	16	6 (38%)	10 (62%)
HSW Tour	3	9	9 (100%)	0 (0%)

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

4.6 Risk Assessment and Surveys

Review of the fire risk assessments at Kilmarnock and Irvine Campuses have been completed.

Occupational Hygiene monitoring was undertaken in the Bricklaying workshops in Ayr. Results confirmed that dust levels were below the workplace exposure level and good working practices were observed throughout the monitoring period.

Following the recent change in classification that all welding fume should be treated as a carcinogen, occupational hygiene monitoring was arranged for the welding workshops at Kilmarnock. All samples taken confirmed that the exposure to fumes was well within published limits and that the local extraction ventilation is controlling the risk adequately.

One member of staff also attended health surveillance appointments.

4.7 Health and Wellbeing Themes

A number of wellbeing programmes were promoted during the period:

- Work on Wellness Programme ran during the month of March
- National Walking Month in May
- HSW team supported the Sports students in their #PassingPositivity event
- Sun Awareness Week. This campaign was delivered in conjunction with NC6 Hair & Beauty who raised awareness throughout the week and provided resources to clients
- Mental Health Week in May

In addition, a staff Wellbeing Day is planned to take place on Friday 21 June. The programme for the day is currently under development.

The College achieved the Healthy Working Lives Bronze award and is currently progressing towards Silver.

Ayr and Kilmarnock Campuses have successfully achieved the Paths for All, Walk at Work Award. An application for Kilwinning Campus has been submitted for consideration.

4.8 Policy and Procedures

Procedures reviewed and issued:

- HSWA002 Accident Incident Investigation
- HSWA004 Risk Assessment
- HSWA 006 Work Placement
- HSWA 008 Control of Substances Hazardous to Health (CoSHH)
- HSWA 013 Off-Campus Activities
- HSWA 016 Safe Use and Disposal of Sharps Procedure

4.8.1 Legislative Update

The HSE's cost recovery rate for Fee for Intervention (FFI) has increased to £154 per hour with effect from 6 April 2019. This means that businesses that are found to be in material breach of health and safety law will be charged at this new rate. Businesses that are meeting their legal requirements will not be charged a fee for regulatory activities.

Jane McKie
Vice Principal People and Skills

[David Davidson, Director HR and Organisational Development]

28 May 2019

Business, Resources and Infrastructure Committee**4 June 2019****Subject:** 2018-19 Student Support Funds Position as at 7 May 2019**Purpose:** To update Members on the Student Support Funds position and projections as at 7 May 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 7 May 2019.

Members should note that while projected expenditure figures are included within this report there are a 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 7 May 2019.

Table 1

Student Support Fund	Revised Budget	Projected Expenditure	Difference
SFC Bursary	8,553,418	8,665,253	(111,835)
FE Childcare	671,575	583,160	88,415
HE Childcare	287,818	329,136	(41,318)
FE Discretionary	527,666	314,681	212,985
Total	£10,040,477	£9,892,230	£148,247

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 spend of £603,690 at this time.

There is no financial risk in this area as actual amounts paid out are reimbursed in full to the College one 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 projected expenditure as at 7 May 2019.

Table 2

Student Support Fund	Revised 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
22 May 2019

(James Thomson - Director, Finance and Student Funding)

Publication

This paper will be published on the College website.

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Business, Resources and Infrastructure Committee**4 June 2019**

- Subject:** SFC Funded Capital and Revenue Expenditure Programme – Final Position as at 31 March 2019
- Purpose:** To provide a financial update to Members on the final FY 2018-19 capital programme funded by SFC as at 31 March 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

2. Current Situation

All colleges were subsequently asked by SFC to categorise their projects between revenue and capital revenue works for accounting purposes. Ayrshire College completed and returned the estimated split to SFC in line with SFC's guidance. The College has since revised the split between capital and revenue from its original backlog maintenance

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budget. This change was approved by the SFC. The overall funding received and payments forecast are the same but the allocation between the two elements is different.

The revised categorisation between capital and revenue works projects is set out 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

Capital

Table 3 below provides details on the capital expenditure budget versus actual position as at 31 March 2019.

Table 3

Projects	Capital Budget	Actual Capital Expenditure to 31 March 19	Committed Expenditure to 31 March 19	Remaining
Summer works 2018	£500,000	£500,000	£0	£0
SFC very high priority backlog maintenance	£1,245,457	£880,236	£351,135	£14,086
ICT replacement / upgrade	£250,000	£249,396	£0	£604
Other capital projects	£136,534	£136,534	£0	£0
Total	£2,131,991	£1,766,166	£351,135	£14,690

Revenue

Table 4 below provides details on the revenue expenditure budget versus actual position as at 31 March 2019.

Table 4

Projects	Revenue Budget	Actual Revenue Expenditure to 31 March 19	Committed Expenditure to 31 March 19	Remaining
Summer works 2018	£0	£0	£0	£0
SFC very high priority backlog maintenance	£519,292	£494,104	£19,632	£5,556
ICT replacement / upgrade	£0	£0	£0	£0
Other capital projects	£113,466	£99,437	£0	£14,029
Total	£632,758	£593,541	£19,632	£19,585

Members should note that SFC has confirmed across the sector that the 31 March 2019 deadline for backlog maintenance works to be completed has been revised to 31 July 2019. The College, as noted in the table above, will fully expend the funding by 31 July 2019.

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
22 May 2019

Publication

This paper will be published on the College website.

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