

Board of Management

Meeting	Finance and General Purposes Committee
Date and time	Wednesday 27 January 2021 at 11.00 a.m.
Location	Boardroom, 1 Inverness Campus

The timings on this agenda are indicative only and the meeting may extend beyond the anticipated finish time

Board Secretary
20 January 2020

AGENDA

Welcome and Apologies Declarations of Interest

ITEMS FOR DECISION

1. **MINUTES**
Meeting of the Finance and General Purposes Committee held on 1 October 2020
2. **OUTSTANDING ACTIONS**
Action List

ITEMS FOR DISCUSSION

3. **CAPITAL MONITORING**
4. **REVENUE BUDGET MONITORING REPORTS**
5. **PROCUREMENT REPORT**
6. **EXTERNAL RELATIONS REPORT – CONFIDENTIAL**
Report by Director of External Relations
7. **RISK REGISTER ANNUAL REVIEW – To Follow**
Report by Principal

ITEMS FOR NOTING

- 8. ESTATES AND CAMPUS SERVICES REPORT (Confidential)**
Report by Director of External Relations & Estates and Campus Services
Manager
- 9. AOCB**
- 10. DATE OF NEXT MEETING**

If any member wishes to add an item of business to the Agenda, please inform the Chair and the Board Secretary as soon as possible. Additional items of business will only be considered for inclusion in the agenda in advance of the start of the meeting.

MINUTES of the MEETING of the EXTRAORDINARY FINANCE AND GENERAL PURPOSES COMMITTEE held via Microsoft Teams on Thursday 1st October 2020

PRESENT: Andy Gray, Kelly Mackenzie, Chris O'Neil, Donald MacKenzie, Gillian Galloway
CHAIR: Donald MacKenzie
APOLOGIES: Leanne MacKenzie
ATTENDING: Depute Principal – Planning and Student Experience
Depute Principal Academic Development
Director of Finance
Director of External Relations
Interim Project Accountant
Board Secretary

1. MINUTES

a. Meeting of the Finance and General Purposes Committee held on 11 June 2020

The minutes of the meeting of the Finance and General Purposes Committee held on 11 June 2020 were **ACCEPTED** as a correct record and it was **RECOMMENDED** that they be approved and signed by the Chair.

b. Note of the Extraordinary Finance and General Purposes Committee held on 30 June 2020

The note of the extraordinary meeting of the Finance and General Purposes Committee held on 30 June 2020 was **ACCEPTED** as a correct record and it was **RECOMMENDED** that it was approved and signed by the Chair.

2. OUTSTANDING ACTIONS

- **ALF Funds:** The Director of Finance advised the Committee that he had emailed the foundation seeking clarification on the amount available within the ALF. Once this is known an email will be circulated to the Committee.
- **Bad Debt Write Off:** A report on this will be available for the January 2021 meeting.
- **Committee and Chair Evaluations:** This will be discussed within the Agenda.
- **Internal Audit Report Recommendations:** This will be discussed within the Agenda.

3. CAPITAL PLAN 2019-20 & 2020-21

The Director of Finance took the Committee through his report with the following being highlighted:

- Underspends
- Approval of Capital Projects – the Committee noted that this process required improvements in order for decisions to be made more timeously.
- Proposed Spend – HE Capital Maintenance - the Committee noted that meetings are taking place between the Director of Finance and others to discuss and agree how to spend these monies.

4. REVENUE BUDGET MONITORING REPORTS

The Committee noted the year end improvement which the Director of Finance advised was due in part to improvements through the MicroRAM and the arbitration judgement with regards the water claim. The Committee commended the improved situation during a difficult financial year. The Committee was advised that the format of the report had been updated to include a greater focus on the RDEL.

A discussion took place around the RAM and MicroRAM with the Committee noting the differences between them and how research and grants are shown within the budget.

For the Year Ended 31 July 2020 the Committee noted that the RDEL had a surplus of £49K.

With regards the statutory accounts the Director of Finance advised the Committee that the narrative still requires finalising but that the majority of the work has been completed.

5. FINANCIAL RECOVERY PLAN

The Principal took the Committee through the confidential report which had been prepared for the Chairs Committee Meeting on 08 October 2020. The Committee was advised that since the report was written there has been further movement.

A discussion took place with regards staffing and Covid-19 with the Committee noting that the majority of staff will continue to work remotely for at least the next semester. The Committee discussed how students are engaging with regards both the Financial Recovery Plan and Covid-19. The Principal advised that a number of surveys have gone out including the Early Student Experience Survey. Students are being reminded of the available routes of communication and HISA reps are ensuring a presence both on campus and virtually. The Committee was advised that both staff and students are receiving ongoing communications with regards the FRP.

The Committee also discussed the following issues:

- The Finance Team have projected payroll for the year ahead based on our current pay trends.
- The Curriculum Review for the partnership is beginning with the HE review. The Committee noted that this will be an ongoing process.
- The Committee noted that interviews for the UHI Vice-Chancellor are being held on 02 October 2020.

The Depute Principal – Academic Development joined the meeting.

6. INTERNAL AUDIT FOLLOW UP – CONFIDENTIAL

The Director of Finance took the Committee through his report with regards to the Internal Audit recommendations and evidence required. The Committee noted that top level work is being carried out to ensure that monitoring is made easier. The Director of Finance took the Committee through the progress to date with regards the following:

- Budget Preparation
- VAT Return
- Statutory Account Preparation
- Debtors – particularly with regards SITS where this does not tie into the Control Account. However we have been cautioned against writing this off.
- HE
- PECOS
- National Fraud Initiative
- Key areas that the Committee noted included supporting research and ensuring that the curriculum was embedded into our finance systems.

Andy Gray left the meeting at this point.

The Director of Finance advised the Committee that in his view he feels that some of the recommendations or evidence requested by the Internal Auditors is impractical. The Committee discussed this and agreed that in relation to budget monitoring; budgets had been consulted on and agreed. It was therefore **AGREED** that the Director of Finance would meet with both the Chair of the F&GP Committee and the Chair of the Audit Committee to discuss how these recommendations could be closed down.

7. BUSINESS DEVELOPMENT REPORT – CONFIDENTIAL

The Director of External Relations took the Committee through her confidential report the contents of which the Committee noted.

8. RISK REGISTER ANNUAL REVIEW

The Director of Finance advised the Committee that there had been no significant amendments to the Risk Register since March 2020. It was **AGREED** that the Risk Register would be further reviewed in January 2021 when there will be a clearer idea of where we are with regards the Financial Recovery Plan and the design of the Finance Team.

9. FEEDBACK ON COMMITTEE EVALUATION

The Board Secretary took the Committee through the evaluation feedback and advised that from this feedback an implementation plan had been developed. The Committee noted the need for additional members to ensure that we remain quorate.

10. GTFM REPORT – CONFIDENTIAL

The Committee discussed the confidential GTFM report.

Andy Gray joined the meeting.

11. ESTATES AND CAMPUS SERVICES REPORT

The Committee noted the contents of this report.

12. AOCB

The Committee advised that due to the joint Audit and F&GP being postponed until January 2021 that it was felt that the next meeting of the F&GP Committee should also be postponed until January 2021. It was **AGREED** that the Board Secretary would liaise with both the Chair of the Audit Committee and the Chair of the F&GP Committee and agree the date and times for these meetings and circulate the details to all.

13. DATE OF NEXT MEETING

Joint Audit & F&GP Meeting – 9.00 a.m. Wednesday 27 January 2021
F&GP Meeting – 11.00 a.m. Wednesday 27 January 2021

Signed by the Chair:

Date:

Item 02

Outstanding Actions from Finance and General Purposes Committee

Item	Action	Responsibility	Time Line	Actioned
23rd April 2020				
ALF	The amount available within the ALF to be confirmed.	Director of Finance	June 2020	DOF to email confirmation of the amount available to all Committee Members following the June 2020 meeting.
11 June 2020				
Bad Debt Write Off	A report on parameters of approval to be taken to the January 2021 F&GP Meeting.	Director of Finance	Jan 2021	
1st October 2020				
Internal Auditors Recommendations	The DofF and the Chair of the F&GP and Chair of Audit to meet to discuss how the outstanding recommendations from internal audit could be closed down.	DofF, Chair of F&GP and Chair of Audit.		
Risk Register	To be reviewed in January 2021.	DofF	January 2021	

Finance and General Purposes Committee

Subject/Title:	Capital Plan 2020-21
Author: [Name and Job title]	Roderick M Ferrier, Director of Finance (Shared)
Meeting:	Finance and General Purposes Committee
Meeting Date:	27 January 2021
Date Paper prepared:	26 January 2021
Brief Summary of the paper:	To provide the committee with information on planned expenditure and commitments on capital funding allocation for 2020-21
Action requested: [Approval, recommendation, discussion, noting]	Consideration and discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	
Resource implications:	Yes If yes, please specify: Must ensure funds are fully utilised in year and on budget.
Risk implications:	Yes If yes, please specify: Operational: to support the institution in the delivery of its operational objectives. Organisational: if funds not utilised or overspend could lead to reduction in future years allocations
Equality and Diversity implications:	No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Item 03

Status – [Confidential/Non confidential]	Non-confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)	x	Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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

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

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

Recommendation

That members note the terms of the report.

Purpose of Report

This report is to provide members with information on planned capital funding and spend for 2020-21.

Background

The College receives capital funding for the period 1 April – 31 March each year and prepares plans to spend it. This should tie into a longer-term estates' strategy.

Capital Funding Allocations 2020-21

Funding allocations are given on sheet Capital Funding which have been revised upwards due to additional FE and HE funding related to Covid 19.

FE Capital

For 2020-21 Backlog Maintenance of £7,382 is due to be received. This ought to be spent on items that were identified in the MAMG Report prepared about four years ago.

HE Capital

The HE capital funding allocated to UHI comprises two elements of capital maintenance grant, and Research capital from the Department of Business Innovation and Skills (BIS).

The main HE capital allocation of £169,111 can only be applied to buildings works and cannot be used, for example, to purchase equipment. It can also be used to meet building loan capital repayments.

The BIS element can be used on either buildings or equipment provided it is connected to research.

Proposed Spend

Some spend has been taken into 2020-21.

There is work in progress to agree procurement of works in the Construction Teaching Wing to assist with teaching higher student numbers within Covid 19 restrictions. There have been meetings with GTFM regarding the works and their delivery.

It is planned to purchase a portacabin for additional space. This is aimed to be procured before 31 March 2021.

INVERNESS COLLEGE UHI

23-Sep-20

YEAR ENDED 31 MARCH 21

HE Capital

	FE Lifecycle Maintenance £	Total £	HE Capital £	Covid Additional Capital HE £	Covid Additional Capital FE £	FE Backlog £	Sub Total £	BIS Research £
2020-21	107,551	107,551	169,111	42,821	137,106	7,382	356,420	11,371

The figure for 2020-21 are draft indicative and have still to be approved through the UHI committee channels

Capital Summary 45,000

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INVERNESS COLLEGE UHI

25-Sep-20

YEAR ENDED 31 MARCH 21

HE Capital - Planned Spend

Location	Date	Reason	Net £	VAT £	Gross £		
Main Campus	GTFM	Modification of ground floor disabled facilities	10,097	2,019	12,116	In progress	20-21
Main Campus	GTFM	Motorised door openers around the college	20,565	4,113	24,678	Work not yet commenced	20-21
Main Campus	GTFM	Provide power to the goods yard + lighting + frost protection to storage containers	15,706	3,141	18,847	Work not yet commenced	20-21
School of Forestry	GTFM	Install fire and intruder alarms in all buildings at Balloch. Additional alarms are required for the 2 adjacent building next to the Tractor Shed.	4,829	966	5,795	Complete	20-21
			51,197	10,239	61,436		
Total Funding		HE Capital			169,111		
		Additional HE Capital to help re Covid			42,821		
		Additional FE Capital to help re Covid			137,106		
		FE Backlog Maintenance			7,382		
					356,420		
		To spend			294,984		
			246,000	49,200	295,200		
		Covid work	150,000	30,000	180,000		
		Non Covid Work	96,000	19,200	115,200		
			246,000	49,200	295,200		

Finance and General Purposes Committee

Subject/Title:	Budget Monitoring 21 January 21 and Finance Update
Author: [Name and Job title]	Roderick M Ferrier, Director of Finance (Shared)
Meeting:	Finance and General Purposes Committee
Meeting Date:	27 January 2021
Date Paper prepared:	21 January 2021
Brief Summary of the paper:	To provide the committee with financial monitoring for the six months ended 21 January 21
Action requested: [Approval, recommendation, discussion, noting]	Consideration and discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	
Resource implications:	Yes If yes, please specify: Must ensure funds are fully utilised in year and on budget.
Risk implications:	Yes If yes, please specify: Operational: to support the institution in the delivery of its operational objectives. Organisational: if funds not utilised or overspend could lead to reduction in future years allocations
Equality and Diversity implications:	No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Item 04

Status – [Confidential/Non confidential]	Non-confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)	x	Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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

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

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

Recommendation

That members note the terms of the report.

Purpose of Report

This report is to provide members with information on revenue income and expenditure as compared to budget; and to consider the Estimated Outturn position for the year ended 31 July 21. This shows an estimated cash surplus after NPD Capital loan repayment of £347,609 which is an increase from November's estimate of £158,793. This is satisfactory.

Current Position

This year is a transition year. In December I reviewed in detail the income drivers, and have quite a number of queries regarding some income and where it is coded eg we know some PHD income has been received, but it is not in the PHD subjective in the ledger; and has been coded elsewhere.

There is work to be done – at source of input to improve how finance staff code this; and then sort the errors. Inverness senior finance staff have just finished the audit and hence resources have been skewed to this rather than sort out miscodings. I hope progress can be made here.

North Highland College's Finance Manager has accepted an offer to be shared Finance Manager. She has good skills and will help to sort out the input procedures. There is a lot to do here.

I have said to the Chair of the Board and the Principal that sorting out some of the issues in the Inverness finance side and forging a shared team will take a couple of years. There is no magic wand. The period May – date has been very hectic with two budget processes, two FFRs, and two Statutories. I hope once the Inverness audit is complete to commence budget work early February and improve this process including more joined upness with Curriculum Planning. This will give five months to do this work rather than the rushed two months that were done for 2020-21 budget process.

The projected financial position continues to improve with some income drivers expected to be better than November's estimated outturns, and staff costs continuing to reduce.

The following notes address the various headings of income and expenditure and any major changes to November's estimates:-

1. Other Grants – this is being checked for miscode. It should not be under this heading. I have kept the outturn at £0.
2. Further FE fees have been run and the estimated outturn therefore has been increased.
3. It is assumed there will be no more international fees.
4. EU funding – I have kept this minimal with further checking required. The outturn is likely to increase.
5. Catering income is being recognised when it is generated.
6. Modern Apprenticeship estimated income has been increased and is still a bit below the lower estimate by the Director of External Relations.
7. FWDF estimated outturn has been reduced to the lower estimate of the Director of External Relations.

Item 04

8. LIS Income has to be checked for miscodings. Some smaller income drivers have been mostly reduced. Furlough income has been increased.
9. Staff costs – see separate workings including detailed projections. This includes a £200,000 provision additional staff costs related to Covid 19 and academic delivery.
10. If lockdown continues there may be some savings in estates costs.
11. I have adjusted minimally overheads estimated outturns.

Risk Upsides

- Probably been cautious on some costs
- Staff costs projections may err on the cautious side

Assuming the staff costs can be kept in check then this year should be fine in terms of financial performance.

I have also included a draft Balance Sheet. Debtors are usually higher at this time of year awaiting SAAS monies for HE fees. The bank however is still sound.

However, the message being picked up from the Scottish Funding Council is that with public finances the way they are and being completely smashed by Covid 19, there will be further pressure on funding in coming years. Therefore, efforts to get more efficiencies from a more efficient UHI partnership are not going to go away, and in fact are becoming more urgent. Indeed the partnership is taking steps to seek to have efficiencies and savings of £20 million over the next two years. The savings Inverness has already delivered will count towards this. It is a very challenging target and I have concerns if it such a magnitude in such a short space of time is deliverable.

INVERNESS COLLEGE

PERIOD ENDED 21 JANUARY 21

INCOME AND EXPENDITURE ACCOUNT

Note	To Date 21-Jan-21 £	Committee Budget 31-Jul-21 £	Estimated Outturn 30-Nov-20 £	Estimated Outturn 21-Jan-21 £	Variance £	Actual 31-Jul-20 £
Income						
Scottish Funding Council Grants	4,246,516	9,879,636	9,952,834	9,952,834	0	10,158,541
UHI	2,631,260	4,898,398	5,063,169	5,046,905	(16,264)	5,494,221
Tuition Fees	2,971,811	3,154,664	3,075,513	3,089,254	13,742	2,982,860
Other Grants	502,051	846,049	869,184	869,184	0	478,836
Refectory and Training Restaurant	39,171	373,259	25,347	39,171	13,823	552,594
SDS	329,199	1,319,408	1,300,814	1,499,000	198,186	1,556,070
Commercial	205,105	546,372	535,000	424,937	(110,063)	770,922
Miscellaneous	338,023	715,360	734,733	764,697	29,964	728,864
Unitary Charge	2,009,169	4,837,824	4,837,824	4,837,824	0	4,751,307
	13,272,305	26,570,969	26,394,418	26,523,805	129,387	27,474,214
Expenditure						
Staff Costs	7,357,011	17,223,000	16,551,452	16,479,133	(72,319)	18,083,769
Premises	799,137	1,914,553	1,922,199	1,922,199	0	1,529,700
Other Operating Costs	2,907,706	7,631,771	7,011,330	7,024,221	12,891	7,175,113
	11,063,854	26,769,324	25,484,981	25,425,552	(59,428)	26,788,582
Cash prior to loan capital repayment	2,208,452	(198,355)	909,437	1,098,253	188,816	685,632
Loan Capital	366,366	750,644	750,644	750,644	0	685,520
Cash after Loan Capital Repaid	1,842,086	(948,999)	158,793	347,609	188,816	112
Cash prior to loan capital repayment	2,208,452	(198,355)	909,437	1,098,253	188,816	685,632
Deferred Grant Release	50,386	600,000	500,000	500,000	0	401,497
Depreciation	0	(1,536,000)	(1,436,000)	(1,436,000)	0	(1,393,595)
	50,386	(936,000)	(936,000)	(936,000)	0	(992,098)
Revaluation Reserve	0	0	0	0	0	0
(Deficit)/Surplus	2,258,838	(1,134,355)	(26,563)	162,253	188,816	(306,466)

INVERNESS COLLEGE

PERIOD ENDED 21 JANUARY 21

INCOME AND EXPENDITURE ACCOUNT

Income Details	Note	To Date 21-Jan-21 £	Committee Budget 31-Jul-21 £	Estimated Outturn 30-Nov-20 £	Estimated Outturn 21-Jan-21 £	Variance £	Actual 31-Jul-20 £
SFC Grants							
Recurrent Grant		4,156,718	9,817,085	9,890,283	9,890,283	0	10,183,684
Infrastructure and Estates		(5,839)	62,551	62,551	62,551	0	45,839
Other Grants	1	95,637	0	0	0	0	(70,982)
		<u>4,246,516</u>	<u>9,879,636</u>	<u>9,952,834</u>	<u>9,952,834</u>	<u>0</u>	<u>10,158,541</u>
UHI							
Ram/MicroRam		2,232,513	4,563,921	4,713,921	4,693,453	(20,468)	4,308,533
Other Funding		323,213	217,258	217,258	217,258	0	1,067,047
Research - KT and UIF		51,673	108,129	108,129	112,333	4,204	108,129
UHI Income		23,861	9,090	23,861	23,861	0	10,512
		<u>2,631,260</u>	<u>4,898,398</u>	<u>5,063,169</u>	<u>5,046,905</u>	<u>(16,264)</u>	<u>5,494,221</u>
Tuition Fees							
FE	2	101,741	81,454	54,303	101,741	47,438	113,792
HE		2,787,682	2,905,126	2,905,126	2,905,126	0	2,766,120
Overseas Fees FE		0	5,914	5,914	0	(5,914)	36,647
Overseas Fees HE	3	82,388	147,000	95,000	82,388	(12,612)	55,170
Evening and Vocational		0	15,120	15,120	0	(15,120)	3,416
Student Residential Fees		0	50	50	0	(50)	7,717
		<u>2,971,811</u>	<u>3,154,664</u>	<u>3,075,513</u>	<u>3,089,254</u>	<u>13,742</u>	<u>2,982,860</u>
Other Grant Funding							
EU Funding	4	99,389	0	17,773	17,773	0	286,439
Postgraduate (PHD) Funding		0	171,450	171,450	171,450	0	0
Other Grants		402,662	674,599	679,961	679,961	0	192,397
		<u>502,051</u>	<u>846,049</u>	<u>869,184</u>	<u>869,184</u>	<u>0</u>	<u>478,836</u>
Refectory and Training Restaurant							
Catering Income	5	39,171	306,832	25,347	39,171	13,823	460,950
Shop/Training Restaurant		0	65,539	0	0	0	89,714
Vending Machine		0	888	0	0	0	1,930
		<u>39,171</u>	<u>373,259</u>	<u>25,347</u>	<u>39,171</u>	<u>13,823</u>	<u>552,594</u>
SDS and Similar							
Modern Apprenticeships	6	476,739	901,814	901,814	1,100,000	198,186	911,624
Foundation Apprentices		(51,533)	247,500	247,500	247,500	0	253,780
Graduate Apprenticeships		(61,754)	170,094	150,000	150,000	0	132,570
CITB		(34,253)	0	0	0	0	253,126
Training For Work		0	0	0	0	0	2,360
Work Based Assessment Fees		0	0	1,500	1,500	0	2,610
Individual Learning Accounts		0	0	0	0	0	0
		<u>329,199</u>	<u>1,319,408</u>	<u>1,300,814</u>	<u>1,499,000</u>	<u>198,186</u>	<u>1,556,070</u>
Commercial							
Nursery Fees		62,124	48,750	100,000	100,000	0	154,677
HC Pre-School Funding		59,937	56,250	50,000	59,937	9,937	70,012
FWDF Income	7	38,016	264,750	300,000	180,000	(120,000)	423,861
Research		0	5,362	0	0	0	0
Consultancy		0	0	0	0	0	0
Short Course Income		45,028	158,254	80,000	80,000	0	123,820
Commercial		0	13,006	5,000	5,000	0	(1,448)
		<u>205,105</u>	<u>546,372</u>	<u>535,000</u>	<u>424,937</u>	<u>(110,063)</u>	<u>770,922</u>
Unitary Charge - funding							
		<u>2,009,169</u>	<u>4,837,824</u>	<u>4,837,824</u>	<u>4,837,824</u>	<u>0</u>	<u>4,751,307</u>
Miscellaneous							
		<u>338,023</u>	<u>715,360</u>	<u>734,733</u>	<u>764,697</u>	<u>29,964</u>	<u>728,864</u>
Deferred Grant Release							
		<u>50,386</u>	<u>600,000</u>	<u>500,000</u>	<u>500,000</u>	<u>0</u>	<u>401,497</u>
		11,313,522	22,333,145	22,056,594	22,185,981	129,387	23,124,404

INVERNESS COLLEGE

PERIOD ENDED 21 JANUARY 21

INCOME AND EXPENDITURE ACCOUNT

	To Date 21-Jan-21 £	Committee Budget 31-Jul-21 £	Estimated Outturn 30-Nov-20 £	Estimated Outturn 21-Jan-21 £	Variance £	Actual 31-Jul-20 £
Micellaneous						
Hire of Accommodation	1,120	0	1,120	1,120	0	10,372
Childcare Voucher Payroll	0	0	0	0	0	0
Endowments and Donations	0	0	0	0	0	0
Photocopying Charges	51	1,784	1,784	100	(1,684)	8,132
Sale of Materials	3,248	8,927	4,000	3,248	(752)	2,237
Sale of Equipment	451	3,766	3,766	800	(2,966)	0
Hire of Equipment	125	800	800	200	(600)	0
Income from Vehicles	0	514	514	0	(514)	0
Telephone Income	0	1	1	0	(1)	0
Salon Income	1,692	23,025	10,000	3,000	(7,000)	26,663
Exam Fee Income	0	11,179	4,426	2,000	(2,426)	1,811
Deposits	(605)	6,114	6,114	1,000	(5,114)	6,851
External Examiner Fees	0	0	0	0	0	206
LIS Income	8	76,561	404,582	404,582	0	0
Other Income	173,074	243,703	243,703	243,703	0	446,119
Foundation Support	7,615	0	0	7,615	7,615	38,944
Bank Interest	439	10,100	10,100	3,000	(7,100)	9,890
Library Charges	3,715	865	865	3,715	2,850	731
Discount Recived	0	0	0	0	0	393
Donations	0	0	0	0	0	(62)
Covid 19 Furlough Monies	70,536	0	42,957	90,613	47,656	176,577
Support for Learners	0	0	0	0	0	0
8	338,023	715,360	734,733	764,697	29,964	728,864

INVERNESS COLLEGE

PERIOD ENDED 21 JANUARY 21

INCOME AND EXPENDITURE ACCOUNT

Expenditure Details	To Date 21-Jan-21 £	Committee Budget 31-Jul-21 £	Estimated Outturn 30-Nov-20 £	Estimated Outturn 21-Jan-21 £	Variance £	Actual 31-Jul-20 £
Staff Costs						
<i>To Split Out</i>	6,419,181	14,608,705	14,368,280	14,407,297	39,018	15,211,987
Fixed Term Contracts	126,276	658,824	278,585	320,000	41,415	658,824
Teaching	0	0	0	0	0	0
Teaching Support	0	0	0	0	0	0
Premises	0	0	0	0	0	0
Indirect Costs	0	0	0	0	0	0
Hospitality	186,099	363,319	374,456	375,286	830	363,319
Early Learning Centre	163,864	365,086	340,968	286,979	(53,990)	365,086
Research	361,893	688,268	719,610	723,047	3,437	688,268
Additional	0	0	0	0	0	0
	7,257,314	16,684,202	16,081,899	16,112,609	30,710	17,287,484
Agency and External	500	23,974	23,974	500	(23,474)	49,710
Pension and Strain	3,165	135,660	135,660	139,165	3,505	344,530
Other Staff and Travel	56,852	157,631	159,921	88,652	(71,269)	146,732
Redundancies	25,254	0	107,044	95,254	(11,790)	167,115
Staff Training	558	71,549	17,953	17,953	0	58,673
Other	13,368	149,984	25,000	25,000	0	29,525
	7,357,011	17,223,000	16,551,452	16,479,133	(72,319)	18,083,769
	0	0	0	0	0	0
9	7,357,011	17,223,000	16,551,452	16,479,133	(72,319)	18,083,769
Premises:						
Maintenance and Repairs	22,531	78,966	78,966	78,966	0	53,020
Fixtures and Fittings	6,200	4,932	4,932	4,932	0	14,960
Energy Costs	156,943	430,868	460,000	460,000	0	445,653
Rents	10,925	64,037	64,037	64,037	0	48,911
Rates and Water	12,696	59,762	63,000	63,000	0	62,553
Cleaning and Domestic	103,717	289,259	261,570	261,570	0	192,546
Insurance	37,792	108,257	108,457	108,457	0	141,354
Premises Other Costs	46,537	97,269	100,033	100,033	0	86,046
Wider Groundwork Agreement	0	0	0	0	0	0
HIE Maintenance Charges	76,741	115,200	115,200	115,200	0	114,358
	474,082	1,248,550	1,256,196	1,256,196	0	1,159,402
Unitary Supercharges	325,055	666,003	666,003	666,003	0	370,298
10	799,137	1,914,553	1,922,199	1,922,199	0	1,529,700
Operating Costs						
Equipment/Materials	219,565	848,356	574,100	574,100	0	467,870
Refectory and Food supplies	27,319	210,621	45,000	45,000	0	275,569
Other Student Costs	92,748	212,710	399,987	399,987	0	383,036
Telephones & Postages	13,023	63,265	62,407	63,241	834	28,991
IT Costs	156,481	285,549	280,564	285,764	5,200	365,995
LIS Costs	182,648	404,583	404,583	404,583	0	362,450
Transport Costs	15,195	168,421	59,301	59,301	0	91,947
Print, Photocopying and Stationery	12,187	65,387	45,960	45,960	0	59,663
Consultancy and Legal	32,249	184,411	184,411	184,411	0	376,124
Financial Services	48,067	181,492	185,212	180,012	(5,200)	149,570
Other Services	1,500	1,324	1,324	1,324	0	2,685
Exam and Registration	16,293	376,494	350,000	350,000	0	293,034
Student Awards	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0
Other	(644)	0	0	0	0	322
Board of Management	0	509	509	509	0	1,023
Advertising and Marketing	4,245	80,473	51,400	51,400	0	46,383
Hospitality	3,856	69,672	21,000	15,000	(6,000)	48,748
Bad Debts	0	40,000	40,000	40,000	0	(125,521)
HISA Costs	25,443	50,759	39,759	55,310	15,551	88,949
VAT	616,115	1,449,843	1,322,900	1,322,900	0	1,255,948
Other Bank and Loan Interest	7,518	0	5,012	7,518	2,506	10,229
Unitary Charge Interest	1,433,898	2,937,901	2,937,901	2,937,901	0	2,992,099
RDEL	2,907,706	7,631,771	7,011,330	7,024,221	12,891	7,175,113
Interest on Pension Liability	0	137,000	137,000	137,000	0	236,000
Actuarial Loss	0	0	0	0	0	5,711,286
	2,907,706	7,768,771	7,148,330	7,161,221	12,891	13,122,399
Central Costs						
Depreciation	0	1,536,000	1,436,000	1,436,000	0	1,393,595
Revaluation Reserve	0	0	0	0	0	0
	0	1,536,000	1,436,000	1,436,000	0	1,393,595
	11,063,854	28,305,324	26,920,981	26,861,552	(59,428)	28,182,178

INVERNESS COLLEGE

BALANCE SHEET AS AT 21 JANUARY 21

	21-Jan-21 £	31-Jul-20 £
FIXED ASSETS		
Tangible Assets	53,334,544	53,331,569
	<u>53,334,544</u>	<u>53,331,569</u>
CURRENT ASSETS		
Stock	36,452	36,452
Debtors	2,642,847	1,858,474
Assets Held for Sale	2,773,400	2,773,400
Cash at Bank and in Hand	4,494,077	4,065,802
	<u>9,946,776</u>	<u>8,734,128</u>
CREDITORS		
Amounts falling due within One Year	<u>(3,590,387)</u>	<u>(4,509,211)</u>
NET CURRENT ASSETS	6,356,389	4,224,917
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>59,690,933</u>	<u>57,556,486</u>
CREDITORS		
Amounts falling due after more than One Year	(46,359,853)	(46,371,518)
PROVISION FOR LIABILITIES AND CHARGES		
Enhanced Pensions	(2,374,277)	(2,437,086)
Defined Benefit Obligations	<u>(17,857,000)</u>	<u>(17,857,000)</u>
NET ASSETS INCLUDING PENSION LIABILITY	<u>(6,900,198)</u>	<u>(9,109,118)</u>
RESERVES		
Revaluation Reserve	6,620,739	6,620,739
Income and Expenditure Account including Pension Liability	<u>(13,520,937)</u>	<u>(15,729,858)</u>
Total Reserves	<u>(6,900,198)</u>	<u>(9,109,119)</u>

INVERNESS COLLEGE

21-Jan-21

YEAR ENDED 31 JULY 21

STAFF COSTS

	Payroll £	Other Staff Costs £	Pension £	Agency £	Redundancies £	Total £	
August	708,689	24,230	0	0	(104,945)	627,974	
September	1,287,387	12,929	791	0	43,946	1,345,053	
October	1,315,417	4,644	10,468	500	34,204	1,365,234	
November	1,328,257	5,946	(8,886)	0	4,415	1,329,733	
December	1,322,423	4,073	791	0	23,717	1,351,004	
January	1,275,141	5,029	0	0	23,918	1,304,088	
	<u>7,237,315</u>	<u>56,852</u>	<u>3,165</u>	<u>500</u>	<u>25,254</u>	<u>7,323,086</u>	
Adjustment	20,000	0	0	0	0	20,000	
	<u>7,257,315</u>	<u>56,852</u>	<u>3,165</u>	<u>500</u>	<u>25,254</u>	<u>7,343,086</u>	
Central Month 1	603,282					603,282	Add back Job Evaluation Month 1
	<u>7,860,597</u>	<u>56,852</u>	<u>3,165</u>	<u>500</u>	<u>25,254</u>	<u>7,946,368</u>	
Projected				0			
February	1,290,000	5,300	3,000	0	30,000	1,328,300	
March	1,290,000	5,300		0		1,295,300	
April	1,290,000	5,300		0	20,000	1,315,300	
May	1,290,000	5,300		0		1,295,300	
June	1,290,000	5,300	3,000	0	20,000	1,318,300	
July	1,290,000	5,300	130,000	0		1,425,300	
	<u>15,600,597</u>	<u>88,652</u>	<u>139,165</u>	<u>500</u>	<u>95,254</u>	<u>15,924,168</u>	
Include inflation	15,912,609						
Additional for Covid 19	<u>200,000</u>						
	<u>16,112,609</u>						
			Main Pay			16,112,609	
			Other Staff Costs			88,652	
			Pension and Strain			139,165	
			Agency			500	
			Redundancies			95,254	
			Staff Training			17,953	
			Other			25,000	
			Projected Outturn			<u>16,479,132</u>	

F&GP Committee

Subject/Title:	Annual Procurement and Value for Money Report 2019-20
Author: [Name and Job title]	Roddy Ferrier, Director of Finance Swarna Bhargava Derek Cowie Amanda MacKenzie
Meeting:	Finance and General Purposes Committee
Meeting Date:	27 January 2021
Date Paper prepared:	20 January 2021
Brief Summary of the paper:	This report covers the period of August 2019 to July 2020 and addresses performance and achievements in delivering the Inverness College UHI procurement activities.
Action requested: [Approval, recommendation, discussion, noting]	Discussion and Recommendation to Board of Management to Approve the contents of the report.
Link to Strategy: Please highlight how the paper links to, or assists with: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	Compliance with The Procurement Reform (Scotland) Act 2014 (PRA) whereby any public organisation which has an estimated annual regulated spend of £5 million or more has to develop a procurement strategy and review it annually.
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:
Equality and Diversity implications:	Yes/No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)	X	Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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

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

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

Board of Management

Subject/Title:	External Relations Update
Author:	Georgina Parker, Director of External Relations
Meeting:	Finance & General Purposes Committee
Meeting Date:	20 January 2021
Date Paper prepared:	27 January 2021
Brief Summary of the paper:	<ul style="list-style-type: none"> • The number of Modern Apprenticeships is 587 and 166 starts commenced to December 2020. • 2020/21 Financial Year income for MAs YTD is £585,401 against a profile of £453K. Forecast year end worst reasonable case estimate is £1.17m against a budget of £907K (with no additional cost). • FWDF income to December 2020 is £109K against a budget profile of £176K. Forecast year end worst reasonable case income estimate is £180K (with reduced costs). • Commercial short course income YTD is £51K against a profile of £103K and a full year budget of £206K (with reduced costs). • GA and FA income is forecast to be broadly in line with the budget. • Commercial food service is forecasting deficit of £174K, due to closures re. Covid-19. • ELCC deficit is forecasted to be £56-£76K. • Plans are underway to transfer the activity of the ELCC, whilst limiting the cost to the College.
Action requested: [Approval, recommendation, discussion, noting]	That the committee notes the year-to-date performance in relation to the External Relations Directorate.
Link to Strategy: Please highlight how the paper links to, or assists with::	<p>Compliance:</p> <ul style="list-style-type: none"> • SDS audit/NTI • ESF audit • SFC audit <p>New opportunity:</p> <ul style="list-style-type: none"> • Further growth in Modern Apprenticeship contract • Additional bid opportunities <p>Risk Management:</p> <ul style="list-style-type: none"> • Apprenticeship funding from SDS post-Brexit • Discontinuation of Apprenticeship Levy
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No

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	If yes, please specify: Operational: • Organisational: • Financial: • Covid-19		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail	n/a		
Status – [Confidential/Non confidential]	Commercially confidential re Transfer of ELCC		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	x
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)	x	Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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

Board of Management

Subject/Title:	Estates and Campus Services Report
Author: [Name and Job title]	Georgina Parker, Director of External Relations Martin Kerr, Estates and Campus Services Manager
Meeting:	Finance and General Purposes Committee
Meeting Date:	27 January 2021
Date Paper prepared:	13 January 2021
Brief Summary of the paper:	<ul style="list-style-type: none"> • Both campuses are currently closed, except for the ELCC building which is providing services to key workers • Energy use has reduced due to Covid lockdowns and action has been taken to maximise savings • Waste has reduced, both due to our management plan and the impact of our waste management campaign • The Longmans site will go to market on 25/1/21 • A capex plan has been approved by SMT and is in progress • The lease on car park 3 has been extended to December 2021 and use expanded to cover vaccinations as well as testing • Improvement in the performance of our hard FM provider, GTFM is noted • Cost reduction measures have been implemented by the team for soft FM activities • A sustainable estate strategy is being drafted
Action requested: [Approval, recommendation, discussion, noting]	Noting
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:

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Equality and Diversity implications:	Yes/No If yes, please specify:
Consultation: [staff, students, UHI & Partners, External] and provide detail	

ITEM 08

Status – [Confidential/Non confidential]	Non confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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

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

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Campus Services Report

Key developments:

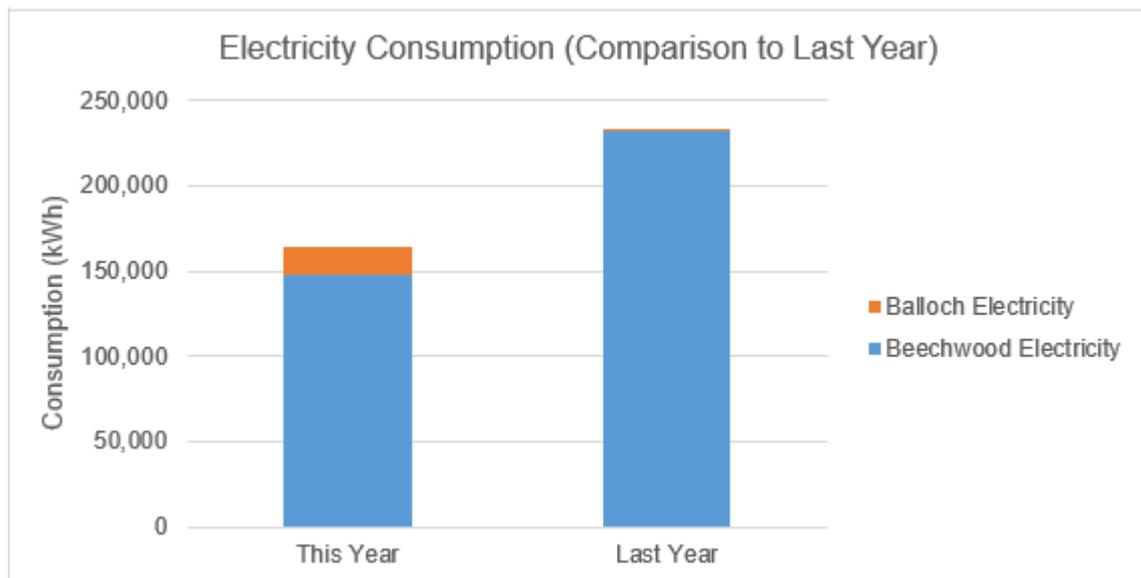
Covid-19 Pandemic

Both campuses are currently were closed at the end of the Christmas break, following changes to government guidance and a review of local and regional data. A process to allow minimal access for staff to retrieve equipment and materials required to deliver remotely is being managed. No students have been given access to campus buildings. The ELCC is open to provide a service to designated vulnerable children and those of key workers.

Carbon Management Plan

The Inverness College Carbon Management plan has been developed by the Estates team and GTFM our FM contractor with assistance from external organisations such as The Carbon Trust.

During the first lockdown period energy use inevitably reduced and action has been taken to ensure that energy use is as low as possible during holiday periods and this current lockdown, working with GTFM to establish minimum heating requirements, etc.



GTFM produce a monthly utility report for scrutiny at the IC GTFM Monthly Operations Meeting chaired by Director of External Relations. This gives both parties the opportunity to review current facility performance and update on current energy saving plans.

The Campus and Estates Manager and FM provider normally undertake a weekly site audit to monitor compliance and other opportunities. All actions are added to Estates/FM HelpDesk. Currently on Hold due to current restrictions.

Waste Management

In July 2018, a new waste reduction initiative was launched to improve waste management. Our target by 2020 is to reduce personal waste by 10% for every student and staff member and achieving 95% waste recycling.

From the end of March all waste contracts were mutually put on-hold to reduce unnecessary movement of persons and obtain cost savings. As the college re-opens, we are restricting waste management uplifts to call out only to reduce carbon footprint. All waste segregation measures are still in-place, but we have had to introduce paper towels into all rest areas as a Covid-19 prevention measure. Monthly remote Contractor meetings are still ongoing.

In Quarter 2 there were no uplifts due to the national lockdown. Quarter 3 & 4 the recycling percentage has dropped by a couple of percent but remains around 70% Recycling, 30% landfill. This is positive as usually when the volume of waste drops, and during changing times, recycling percentages drop significantly. The School of Forestry however experienced a larger drop, finishing the year on 56% in comparison to 64% in quarter 1.

Capital Project and Campus Management Capital Projects

2020/21 Projects

ABC Garden/ Healthy Campus

- Bike shed – Shelter purchased beginning of 2019. Planning permission has been put on hold due to no agreement on wooden cladding. New application drafted and drawings drafted – awaiting approval.
- Cycle Scotland – Container cladding complete. Temporary location agreed with GTFM on grassy area across adjacent to fabrication workshop.
- Food Shed – Still under constructions by students stored in G28.
- Campus entrance proposal still being progressed through planning stages. Cost: £100K.
- Source of Funding: Current project costs have been covered by small funding awards, however main project funding is being sought.

Classroom Capacity/Covid-19

Following CAPEX SMT review meeting held on 29th September 2020. The following projects are being progressed: -

- **SSF External Teaching space**

Order placed delivery how on site. Will be erected on commencing of curriculum.

Cost: £7,000.00

Source of Funding: Covid budget

- **Tractor shed welfare facility upgrade.**

Scope redrafted to make facility wheelchair accessible. Awaiting

Estimated cost: £20,000.00.

Source of Funding: HE Capex budget

- **Ground Floor Modifications**

The main project for 2021 will be the development of the ground floor workrooms to create a more flexible work area that can accommodate changes to curriculum demands. Allowing class sizes to grow with demand. Key areas are -

- Modification of 3 existing joinery workshops to create 2 larger workshops.
- Existing project space to be converted to a joinery workshop.
- Existing stores area to be turned into project area.
- SSF Tractor store to be developed as a permanent project area.
- Estimated cost: £140,000.00.
- Source of Funding: HE Capex budget

- **An Lochran Research Lab**

Internal area / facility deemed not practical for lab specification. New proposal to obtain a self-contained external lab to be located within new compound. Project on hold awaiting new business case.

Estimated cost: £79,000.00.

Source of Funding: HE Capex budget – **On Hold**

- **Covid-19 modifications.**

Welfare modification required under Covid-19 Government guidelines. Nursery modifications complete.

Cost: £1,800.00

Source of Funding: Covid budget

- **General Building Improvements**

SSF E Block heating review and replacement Bio-mass unit proposal being progressed budget costs to be issued by 21st Jan 2012.

Estimated cost: £120,000.00.

Source of Funding: Life cycle Budget, (GTFM)

Campus Painting Programme not progressed during October reading week. Local supplier has completed MOT area. IC estates have completed interview rooms G35.

- **Electric Car Chargers**

ACN raised and discussions with suppliers has been on hold the last few months. Project is now live again. Meeting with Schneider undertaken 12th Dec 20. Funding options support being reviewed.

Estimated cost: £20,000.00.

Source of Funding: Being sought from Energy saving trust.

- **Carpark safety and security**

Project on hold at present.

- **Campus Travel Plan**

Inverness Campus travel steering group has been established to review how the full campus moved forwards. Funding and placement of a Campus travel officer has been ongoing. Agreement has been made for the individual to be employed by HIE An Lochan. Funding has been secured by Campus travel steering group members for 2 years. **On Hold**

New College cycling intern is been working on fundraising for cycling lockers.

- **Pool Car replacement and Hand over.**

Short temporary leases - 2 minibuses and 1 pool car in-place for 6 months. All vehicles have been returned to lease company due to current Lockdown.

- **Leasing Agreements**

- Carpark 3 – Test Centre lease has been extended to December 2021 and potential change of use to vaccination centre is included in the new lease.
- ICOA have raised concerns with truck movement due to test area closing off aspects of road network. Now resolved.
- Asset life cycle inspection complete by IC and GTFM.
- WASPS access restriction due to Lockdown.

- **Disposal of Longman Campus**

Security inspections still ongoing weekly. Completion certificate issued building surrounding leased equipment.

A draft certificate of completion for the contracted demolition works has been provided by the project managers and we await the final certificate issue.

The sale of the land will go to market on 21st January 2021.

- **Water Risk Assessment**

Guidance document still in drafted form awaiting approval SFT. Workshop meeting will be undertaken to set roles and responsibilities. Water management flushing review meeting held 29/10/2020 to review current flushing plan and college occupancy. Process of determining when flushing is still required during current occupancy levels being drawn up. CELCAT developing weekly occupancy report. Now up and running.

- **Contract Management Hard FM- GTFM**

On review of current performance of GTFM our Hard FM provider, several opportunities for improvement were identified. The college has been working closely with GTFM and there has been a noticeable improvement in day-to-day response and rectification of reactive maintenance. To move the overall service forward we have been focusing on the following areas: -

- Helpdesk protocol now running successfully. Request numbers down due to low occupancy. Monthly payment meetings now incorporated into general monthly, deductions have remained zero or very low.

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- Clarification on water risk assessment has been confirmed with SFT and a review meeting was held. SFT have develop a guidance document. Now out for approval. An interim control system is in place to ensure compliance with L8 water regulations. Supported by both parties.
- PPM audits has been undertaken to satisfy the college that GTFM are undertaken all Statuary requirements and performing appropriately.

• **Contract Management – Soft FM**

Soft FM contracts are issued and managed by the estate's campus team. The estates team has worked closely with the procurement team to align ongoing contractors to the national framework agreements. This has given a much more consistent approach: -

- Cleaning contractor Pristine Ltd has been working very closely with the college to introduce new protocols in line with current pandemic. Pristine staff where during furlough lockdown period. To reduce financial burden on College.
- Painting contracts scope of work has been issued to Mite for summer 2020 Was put on hold.
- Catering and hair & beauty Group 2 equipment PPM contract has been in place for two years. A contract review with procurement was undertaken. Contract cost have been fixed for one further year.
- Winter Gritting and Snow clearing contract in place since October 2017. Review completed and extended for a further year based on fixed prices.
- Waste management Contractor has been working well and has been a key contributor to the college's waste reduction campaign. Northern Recycling contracts were reduced during lockdown period.
- New Landscaping contract agreement: Estates officer team have undertaken all landscaping duties to reduce cost during lockdown period. Initial training complete, with support of SSF at no cost.
- PAT testing completed and up to date.

• **Estates Strategy**

A sustainable estates strategy is being drafted.