

Board of Management

Meeting	Finance and General Purposes Committee
Date and time	Thursday 17 March 2022 at 10.00 a.m.
Location	

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

Board Secretary
10 March 2021

AGENDA

Welcome and Apologies Declarations of Interest

ITEMS FOR DECISION

1. **MINUTES**
Meeting of the Finance and General Purposes Committee held on 28 October 2021
2. **OUTSTANDING ACTIONS**
Action List

ITEMS FOR DISCUSSION

3. **CAPITAL MONITORING**
Report by Assistant Principal – Finance & Audit
4. **REVENUE BUDGET MONITORING**
Report by Assistant Principal – Finance & Audit
5. **STUDENT RECRUITMENT**
Report by Information Systems Manager
6. **OPERATIONS AND EXTERNAL RELATIONS REPORT**
Report by Assistant Principal – Operations and External Relations
7. **RISK REGISTER**
Report by Assistant Principal – Finance and Audit
8. **ABC GARDEN UPDATE AND CONTRACT STRATEGY**
Report by ICT Project Manager & Procurement Manager

- 9. HEALTH AND SAFETY UPDATE**
Report by Health and Safety Manager
 - 10. GDPR – 6 MONTHLY UPDATE**
Report by Information Development Manager
 - 11. UPDATED ANNUAL PROCUREMENT REPORT**
Report by Head of Procurement – UHI Shared Services
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ITEMS FOR NOTING

- 12. AOCB**
- 13. DATE OF NEXT MEETING – 16 JUNE 2022 AT 9.00 A.M.**

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.

Board of Management

MINUTES of the MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held via Microsoft Teams on Thursday 28 October 2021

PRESENT:	Kelly Mackenzie, Chris O'Neil, Donald MacKenzie, Russell Edwards, Ruth McFadyen
CHAIR:	Donald MacKenzie
APOLOGIES:	Arvinder Kainth
ATTENDING:	Assistant Principal – Finance & Audit Assistant Principal – Operations & External Relations Operations and Commercial Manager Information Development Manager Board Secretary

The Chair welcomed everyone to the meeting and advised that Ruth McFadyen would be joining the Committee on an interim basis.

There were no declarations of interest noted.

1. MINUTES

a. Meeting of the Finance and General Purposes Committee held on 10 June 2021

The minutes of the meeting of the Finance and General Purposes Committee held on 10 June 2021 were **ACCEPTED** as a correct record and it was **RECOMMENDED** that they be approved and signed by the Chair.

b. Meeting of the Finance and General Purposes Committee held on 01 July 2021

The minutes of the meeting of the Finance and General Purposes Committee held on 01 July 2021 were **ACCEPTED** as a correct record and it was **RECOMMENDED** that they be approved and signed by the Chair.

2. OUTSTANDING ACTIONS

Revenue Budget - ALF: The Assistant Principal – Finance and Audit advised the Committee that an update will be brought to the January 2022 meeting.

STEM Bid: The Board Secretary highlighted that Leanne MacKenzie had resigned from the Board of Management but advised that she would liaise with her and see if she could meet or suggest a member of her team to meet with us to discuss our secured bid to encourage more women into STEM careers.

3. TERMS OF REFERENCE

The Board Secretary advised that the F&GP Committee Terms of Reference were reviewed during the recent Committee Review Meetings and highlighted to the Committee the amendments which have been suggested.

Action: The Committee discussed the proposed changes highlighting that these should be further amended so that they are consistent with the changes made to other Committees Terms of Reference and use the pro-active terms which have been adopted by other Committees.

Decision: The Committee **RECOMMENDED** the Terms of Reference for approval to the Board of Management once the suggested consistency amendments have been made.

4. CAPITAL MONITORING REPORT

a.) Capital Budget Monitoring – 31 July 2021

The Assistant Principal – Finance and Audit spoke to his report on capital funding and spend for the year ending 31 July 2021 providing an explanation to the Committee on the details of the spend which has been sent to UHI as part of the year-end return.

b.) Capital Budget Monitoring – 30 September 2021

The Assistant Principal – Finance and Audit advised the Committee that this report provided them with the capital funding and proposed spends to 30 September 2021 and that it should be considered in light of the 2021-22 capital budget. The Assistant Principal – Finance and Audit provided a background to the Committee with regards capital allocation.

5. REVENUE BUDGET MONITORING

a.) Revenue Budget Monitoring – 31 July 2021

The Assistant Principal – Finance and Audit spoke to his report noting that this should also be considered in light of the 2020-21 Revenue Budget, College Financial Forecast Return and the Colleges financial sustainability. The Assistant Principal – Finance and Audit advised the Committee that the Financial Statements attached as part of this paper contained some errors and gave his apologies and provided the Committee with an explanation for these errors. The Assistant Principal – Finance and Audit took the Committee through the Financial Statements providing clarification with regards any variances.

A lengthy discussion took place around the MircoRAM: in particular how we forecast and receive notice of our portion of monies and how the new KPI Matrix will be used to assist with forecasting. The Committee was provided with an explanation of when and how funding is received.

b.) Revenue Budget Monitoring – 30 September 2021

The Assistant Principal – Finance and Audit spoke to his report noting that this report should also be considered in light of the 2021-22 Revenue Budget. The Assistant Principal – Finance and Audit reiterated that again the Financial Statements attached as part of this paper contained some errors.

The Committee noted that provisional work had taken place with regards payroll trend analysis and that dependant on whether there are any surplus monies within 2021-22 then approval may be sought from the Scottish Funding Council to transfer funds into the ALF in March 2022.

The Assistant Principal – Finance and Audit advised the Committee that within the budgets there had been some areas where staff costs had been double budgeted. The Committee noted that our payroll system has recently been upgraded and we are now looking at an integrated system for Finance and HR.

The Committee discussed the current position with regards the curriculum for FE and HE FTE along with deferred learning and noted that guidance is still awaited from the SFC.

6. FINANCIAL FORECAST RETURN

The Assistant Principal – Finance and Audit advised that he had provided to the Committee two versions of the Financial Forecast Return highlighting that the these returns are the same apart from the projections of SFC income – which were based on the SFC narrative and guidance.

The Assistant Principal – Finance and Audit highlighted to the Committee the variance surrounding depreciation within the forecast for the year 2020-21 compared to the year prior and the year's projected from 21-24. The Committee noted that the Finance Team will look at the fixed assets to clarify the reasons behind this anomaly.

The Committee discussed the returns highlighting the credit targets, increases to staff costs, cash flow, capital and NPD.

7. OPERATIONS AND EXTERNAL RELATIONS REPORT

The Assistant Principal – Operations and External Relations spoke to her report and provided the Committee with an update on the figures highlighting the increase of Modern Apprenticeship income for the fifth year and the expectation that this will continue to increase this year. The Committee noted that FE core credits for 2020-21 is at 73% of their target. With regards HE FTE the Committee noted that although it appeared on target this year for overall HE FTE we had under recruited by approximately 200. The Assistant Principal – Operations and External Relations advised that when the HE FTE is incorporated into the FTF PPF measure we are significantly down which impacts negatively on our income. However the Committee noted that there are still module attachments to process and we continue to recruit for January HE starts.

The Operations and Commercial Manager provided the Committee with a presentation on the KPI Matrix explaining how this will be used to measure our profile against the year and any benchmarking years.

The Committee welcomed the KPI Matrix advising that it was a useful and indicative view of where we are and noted how this would be linked to the Strategic Plan. The Committee gave their thanks to the Operations and Commercial Manager on this vital piece of work.

The Committee was advised that the draft version of the KPI Matrix has been shared with the Partnership Council.

The Committee suggested that the KPI Matrix formatting was adjusted in order to show the split between funds (£) and numbers of students etc. and noted that the matrix would be updated monthly by Managers to allow us to have the most up-to-date information to base decisions.

8. RISK REGISTER

The Assistant Principal – Finance and Audit provided the Committee with an update on the risk register highlighting the following points:

- That we had increased the risk with regards infection control.
- That a review of the finance risks will be carried out in January 22 following completion of our External Audit.
- The effect of the cyber incident on the Finance Team.

9. HEALTH AND SAFETY UPDATE

The Principal took the Committee through the Health and Safety update which had been prepared by the Health and Safety Manager highlighting:

- That there were no serious issues, incidents or RIDDOR reportable incidents for the period to 28 October 2021.
- That a request had been approved by the Staffing Resource Panel for a Health and Safety Officer.
- The updates which have been made with regards the Health and Safety Management System and system software.

The Committee welcomed this update.

10. GDPR – 6 MONTHLY UPDATE

The Information Development Manager joined the meeting.

The Information Development Manager spoke to her report advising the Committee of the actions taken to ensure we continue to be compliant with the UK Data Protection Act 2018 and the UK GDPR. The Information Development Manager provided the Committee with an update with regards procurement and GDPR, personal data registers, system compliance, data

breaches and the ICO Accountability Framework.

A lengthy confidential discussion then took place with regards a governance information risk. The Information Development Manager provided the Committee with a brief background with regards this risk highlighting the need for learning from this process which she suggested was carried out through a Board Case Study which would allow for the opportunity to discuss and scrutinise actions taken.

Decision: It was **AGREED** that this issue would be discussed further at the Chairs Committee meeting being held on 04 November 2021.

The Information Development Manager left the meeting.

The Principal left the meeting.

11. COMMITTEE EVALUATION FEEDBACK

The Board Secretary provided to the Committee feedback on the F&GP Chair and Committee Evaluation which was carried out during the meeting held on 10 June 2021.

12. AOCB

The Committee gave their thanks to the Inverness College Executive Management Team for the scale and scope of the papers that had been produced for this meeting.

13. DATE OF NEXT MEETING

20 January 2022 at 3.00 p.m. – starting with the Joint Audit and F&GP Committee Meeting.

Signed by the Chair: _____

Date: _____

Outstanding Actions from Finance and General Purposes Committee

Item	Action	Responsibility	Time Line	Actioned
10 June 2021				
Revenue Budget - ALF	An update on the ALF and additional monies committed to it to be brought to the next meeting.	AP – F&A	January 2022	
External and Operations Relations – STEM Bid	The Assistant Principal – Operations and External Relations to liaise with Leanne MacKenzie to discuss our secured bid to encourage more women into STEM careers. Board Secretary to liaise with Leanne over this.	Board Sec	January 2022	
28 October 2021				
Terms of Reference	The Terms of Reference are to be further amended to ensure they are consistent with the changes made to other Committees Terms of Reference (especially with regards pro-active terms which have now been adopted by other Committees)	Board Sec.	December 2021	

Finance and General Purposes Committee

Title:	Capital Budget Monitoring 28 February 2022		
Meeting and date:	08 March 2022		
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit		
Link to Strategic Plan:	Yes – monitors operational finance that links to strategic •		
Resource implications:	Yes If yes, please specify: • Finance		
Risk assessment:	Yes If yes, please specify: Financial: Yes Operational: Yes Organisational: Yes		
Equality and Diversity Issues:	N/A		
Status – Confidential / Non Confidential	Confidential		
Freedom of Information Can this paper be included in “open” business	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)	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)	<input type="checkbox"/> Y	Its disclosure would constitute a breach of confidence actionable in court (S36)	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act (S38)	<input type="checkbox"/>	Other (Please give further details)	<input type="checkbox"/>
For how long must the paper be withheld? (Express as either the time which needs to pass or a condition which needs to be met.)			

Recommendation(s):

That members note the capital funding and spend for the period ended 28 February 2022.

Purpose of report

Advise the Committee of the Capital Budget for the period ended 28 February 2022.

Finance and General Purposes Committee

Title:	Revenue Budget Monitoring 28 February 22		
Meeting and date:	17 March 2022		
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit		
Link to Strategic Plan:	Yes – monitors operational finance that links to strategic •		
Resource implications:	Yes If yes, please specify: • Finance		
Risk assessment:	Yes If yes, please specify: Financial: Yes Operational: Yes Organisational: Yes		
Equality and Diversity Issues:	N/A		
Status – Confidential / Non Confidential	Confidential		
Freedom of Information Can this paper be included in “open” business	No		
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Its disclosure would constitute a breach of the Data Protection Act (S38)	<input type="checkbox"/>	Other (Please give further details)	<input type="checkbox"/>
For how long must the paper be withheld? (Express as either the time which needs to pass or a condition which needs to be met.)			

Recommendation(s):

That members note the Revenue Budget monitoring for the seven months ended 28 February 2022. This should also be considered in the light of 2021-22 Revenue Budget.

Purpose of report

Advise the Committee of the Revenue Budget for the seven months ended 28 February 2022.

Finance and General Purposes Committee

Title:	Mid-Year FFR		
Meeting and date:	17 March 2022		
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit		
Link to Strategic Plan:	Yes – monitors operational finance that links to strategic •		
Resource implications:	Yes If yes, please specify: • Finance		
Risk assessment:	Yes, If yes, please specify: Financial: Yes Operational: Yes Organisational: Yes		
Equality and Diversity Issues:	N/A		
Status – Confidential / Non-Confidential	Confidential		
Freedom of Information Can this paper be included in “open” business	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)	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	<input type="checkbox"/>
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Its disclosure would constitute a breach of the Data Protection Act (S38)	<input type="checkbox"/>	Other (Please give further details)	<input type="checkbox"/>
For how long must the paper be withheld? (Express as either the time which needs to pass or a condition which needs to be met.)			

Recommendation

That members note the terms of the report and approve that the Principal can sign this for onward transmission to SFC.

Purpose of Report

This report is to update members on the mid-year FRR.

Finance and General Purposes

Subject/Title:	Student Enrolment 2021-22 and Recruitment 2022-23
Author: [Name and Job title]	Jane MacLennan, Information Systems Manager
Meeting:	Board of Management
Meeting Date:	10 March 2022
Date Paper prepared:	01 March 2022
Brief Summary of the paper:	To provide the committee with an update on the status of current enrolments for 2021/22, and recruitment for 2022/23.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:. a) compliance • partnership services • risk management • strategic plan • new opportunity/change	This paper links to the strategic plan, particularly in relation to the student experience and the curriculum.
Resource implications:	Yes
Risk implications:	Yes – quality of the student experience
Equality and Diversity implications:	Yes – equity of the student experience
Consultation: [staff, students, UHI & Partners, External] and provide detail	n/a

ITEM 05

Status – [Confidential/Non confidential]	Non-confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
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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.)			

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Student Activity 2021/22 and Recruitment 2022/23

Executive summary

The report provides a summary of the student enrolment and withdrawals for 2021/22, and the status of applications for 2022/23.

Enrolments are lower than previous years across both FE and HE which is mirrored across the UHI partnership and in the wider Tertiary environment.

A revised FE Credit target for 2021/22 has been proposed and agreed at SMCT of 27,597, our delivery to date is 98.6% of the revised target.

The 2021/22 PPF target for Undergraduate students who are fundable is 1,556 fte, our delivery is estimated at 1,377 fte which is 87.4% of target.

Main body of information

Student enrolments against targets 2021/22

- **FE**

The core credit target for 2021/22 is 30,695, this includes both core and deferred learning and 475 credits to be generated from Foundation Apprentices

Credit Target		Actual Credits		% of Target
2019/20	29,211	02/03/2020	27,717	94.9%
2020/21	29,439	01/03/2021	22,698	77.1%
2021/22	30,695	01/03/2022	27,211	88.6%

Currently, the total enrolments for 2021/22 at FE level is 3,706 heads generating 27,211 credits.

A revised target for 2021/22 has been proposed and agreed at SMCT of 27,597, our delivery to date is 98.6% of the revised target.

- **HE**

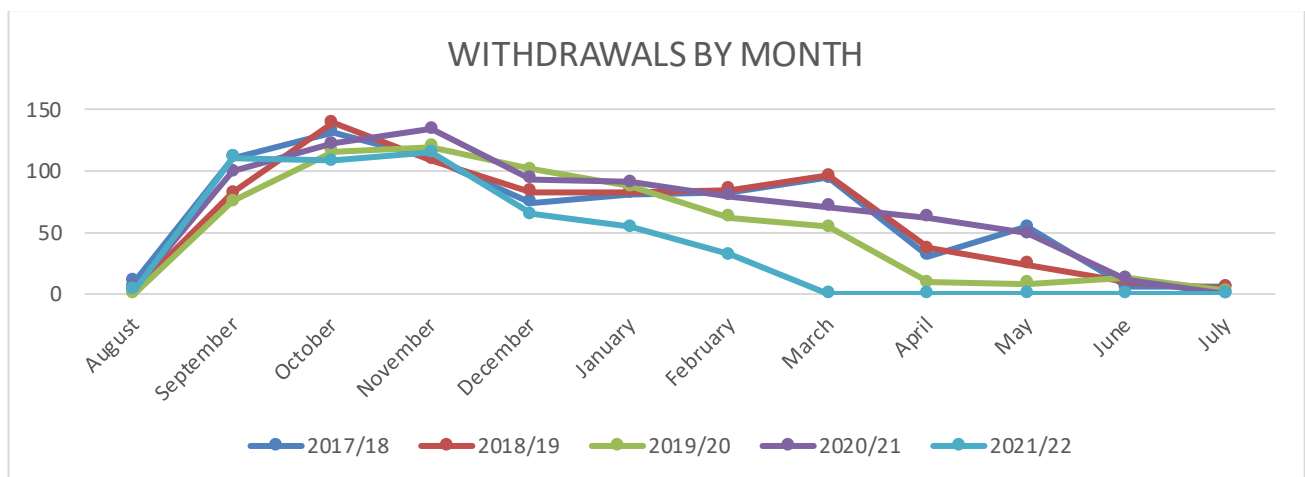
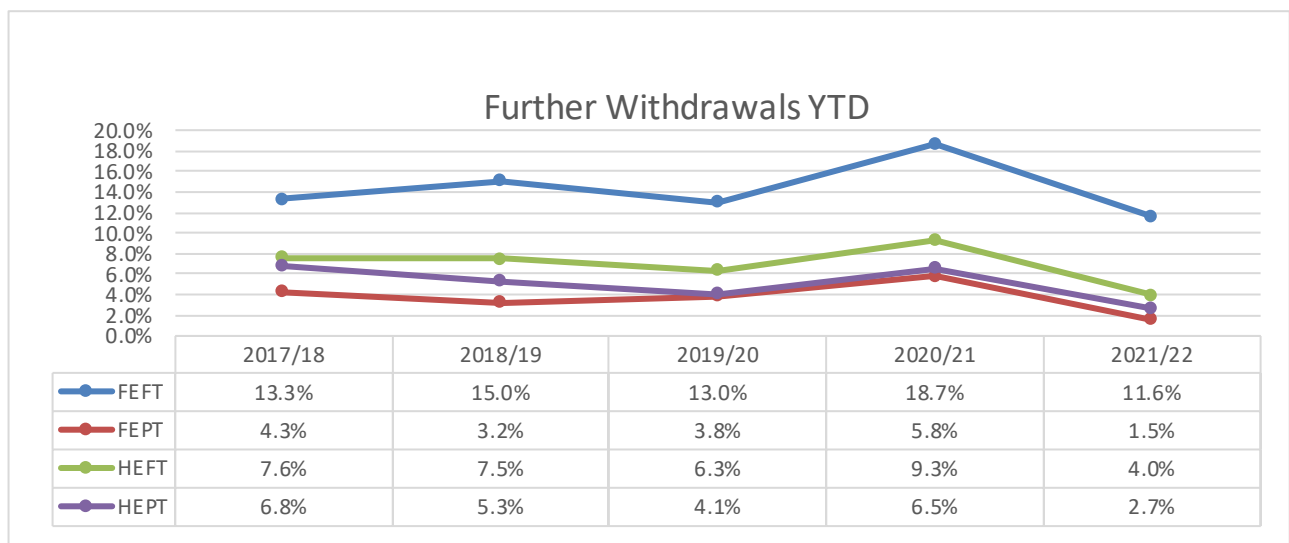
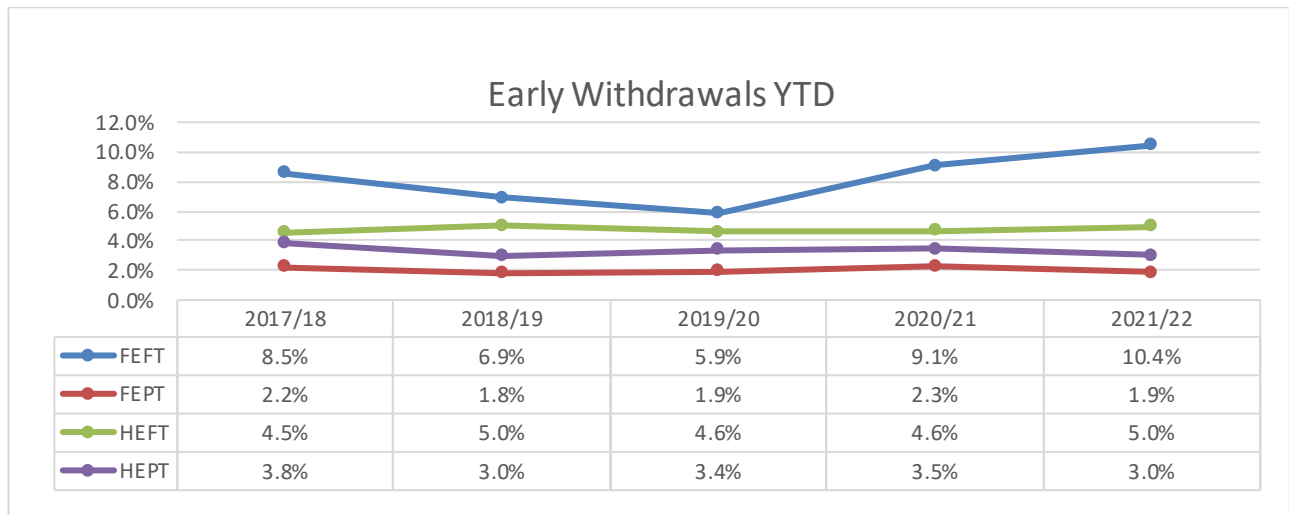
The 2021/22 PPF target for Undergraduate students who are fundable is 1,556 fte.

The table below shows the estimated HE FTE based on current enrolments, and against targets set by Partnership Planning Forum (PPF). The estimates are made using information from the student record system and historical values of FTE based on mode of attendance, the figure for 2021/22 should be read as indicative only at this stage.

PPF FTE Target Fundable Students		Estimated FTE		% of Target
2019/20	1604	02/03/2020	1512	94.3%
2020/21	1491	01/03/2021	1533	102.8%
2021/22	1556	25/02/2022	1377	87.4%

Withdrawal's summary

Early withdrawals for both FE and HE full time students are currently higher than the final outturn for 2020/21.

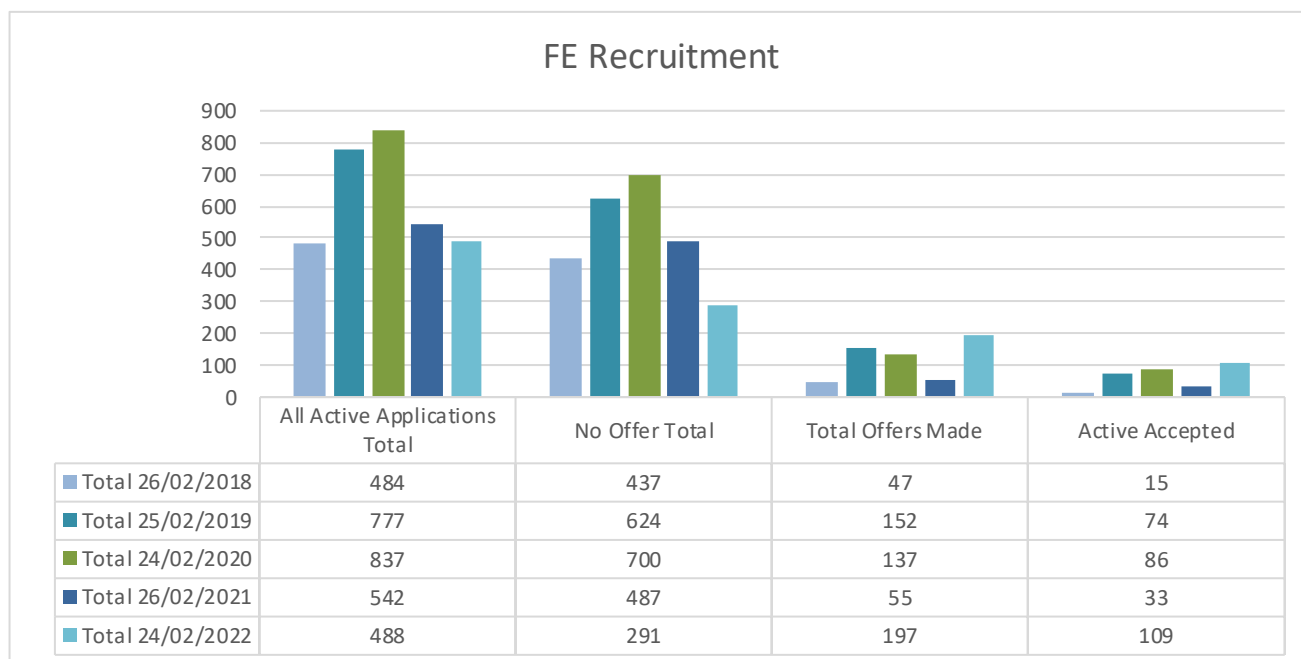


In previous years there has been a peak in withdrawals during March.

Recruitment 2022/23

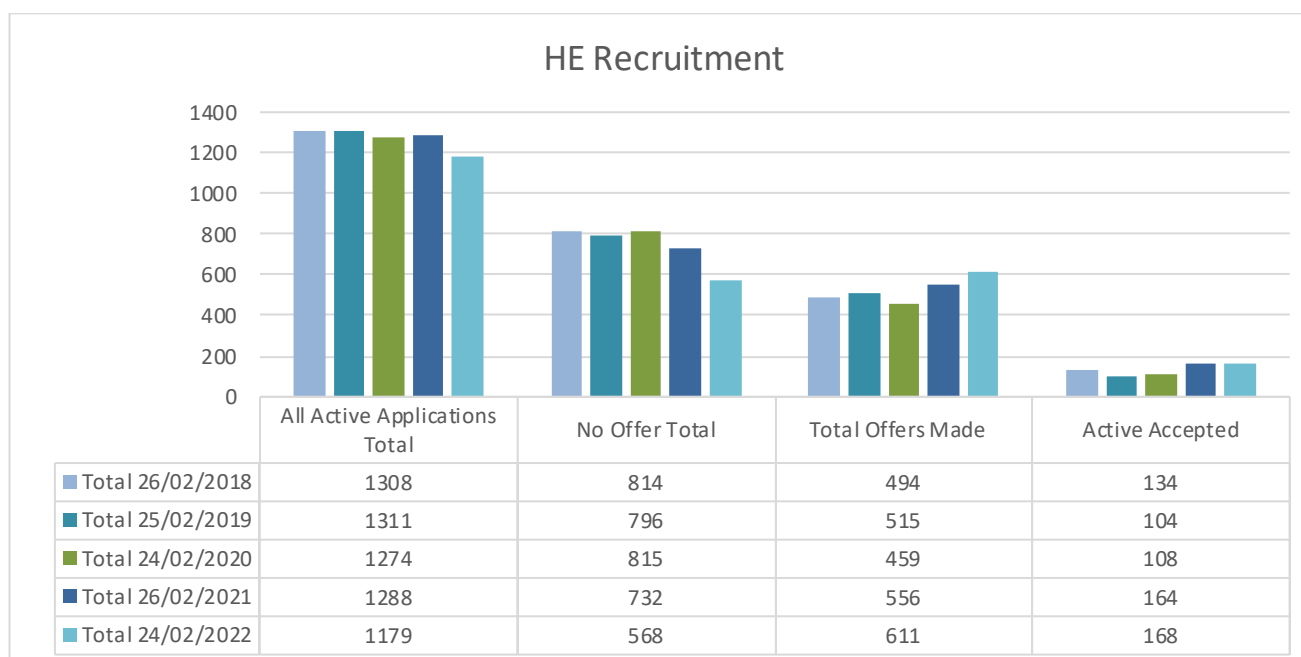
FE September 2022 Admissions as at 25/02/2022

Whilst the number of active applications is lower than 2021/22, the number of offers made and accepted is greater for both FE and HE.



*2018/19 FE applications opened at the start of February

HE September 2022 Admissions as at 25/02/2022



Jane Maclennan
Information Systems Manager

Subject/Title:	Operations & External Relations Report
Author: [Name and Job title]	Georgina Parker
Meeting:	Finance and General Purposes Committee
Meeting Date:	17 March 2022
Date Paper prepared:	10 March 2022
Brief Summary of the paper:	<p>MA income for 2021/22 increased for the fifth consecutive year. MA income is slightly below profile for period 7 but forecast to exceed full year budget.</p> <p>A revised FE Credit target for 2021/22 has been proposed and agreed at SMCT of 27,597, our delivery to date is 98.6% of the revised target.</p> <p>The 2021/22 PPF target for Undergraduate students who are fundable is 1,556 fte, our delivery is estimated at 1,377 fte which is 87.4% of target.</p> <p>The Curriculum Planning review is ongoing and will reach conclusions by the end of March.</p> <p>Estates and Commercial Services summaries are provided.</p> <p>KPI matrix measures relevant to F&GP are presented.</p>
Action requested: [Approval, recommendation, discussion, noting]	Discussion.

Item 06

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change			
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:		
Student Experience Impact:	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]	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)	Y	Its disclosure would constitute a breach of confident actionable in court (s36)	
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F&GP Committee

Title:	Risk Register		
Meeting and date:	17 March 2022		
Author:	Roderick M Ferrier, Assistant Principal, Finance and Audit		
Link to Strategic Plan:	Yes •		
Resource implications:	No If yes, please specify: • Finance		
Risk assessment:	Yes: If yes, please specify: Operational: Yes Organisational: Yes		
Equality and Diversity Issues:	N/A		
Status – Confidential / Non Confidential	Confidential		
Freedom of Information Can this paper be included in “open” business	Yes		
If a paper should not be included within “open” business, please highlight below the reason.			
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Its disclosure would constitute a breach of the Data Protection Act (S38)	<input type="checkbox"/>	Other (Please give further details)	<input type="checkbox"/>
For how long must the paper be withheld? (Express as either the time which needs to pass or a condition which needs to be met.)			

Recommendation(s):

That members note the changes to the College’s Risk Register.

Purpose of report

Update Committee as requested by it.

Subject/Title:	ABC Gardens Update and Contract Strategy
Author: [Name and Job title]	Derek Cowie, Procurement Manager Kelly MacKenzie, ICT Project Manager
Meeting:	F&GP Committee
Meeting Date:	15 March 2022
Date Paper prepared:	09 March 2022
Brief Summary of the paper:	<p>The ABC Gardens Contract Strategy which will be used in the planning stage of the procurement process. This strategy identifies risks, pricing strategy, procurement routes, evaluation methodology and criteria, tender considerations and scoring methodology.</p> <p>The Strategy also provides an overview of the project with regards its current status and the team roles and responsibilities.</p>
Action requested: [Approval, recommendation, discussion, noting]	Discussion then recommendation for approval to the BOM.

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	New Opportunity/Change		
Resource implications:	Yes / No If yes, please specify: Procurement Costs/Cost of Contract		
Risk implications:	Yes / No If yes, please specify: Operational: Risk associated with delays to timelines, increasing cost of materials – increased costs to budgets. Organisational:		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify: Will provide students with the opportunity to gain SQA Qualification.		
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]	No		
*If a paper should not be included within “open” business, please highlight below the reason.			
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Finance and General Purposes Committee

Subject/Title:	Health and Safety Report
Meeting and date:	Finance and General Purposes Committee, 10th March 2022
Author:	Health and Safety Manager
Link to Strategic Plan:	
Cost implications:	No
Risk assessment:	No

Recommendation(s)

For discussion

Purpose of report

To provide the Finance and General Purposes Committee with an update on consolidated Health & Safety issues over the reporting period.

Finance & General Purposes Committee

Subject/Title:	Data Protection & GDPR Compliance
Meeting and date:	10 th March 2022
Author:	Suzanne Stewart, Information Development Manager
Decision, Discussion or Noting:	Discussion and Decision (in relation to Governance Risk)
Link to Strategic Plan:	
Cost implications:	Yes / No (delete as applicable) If yes, please specify: Failure to comply could result in ICO fine
Risk assessment:	Yes / No (delete as applicable) If yes, please specify: Financial: Potential fine Operational: Failure to adhere to systems and procedures exposes the college to risk Organisational: Potential reputational damage resulting from data breach or ICO action

Recommendation(s)

It is recommended the committee note the report and provide any necessary feedback.

Purpose of report

To inform the committee of actions taken to ensure on-going compliance with the UK Data Protection Act 2018 and the UK GDPR and any associated risks.

Subject/Title:	Updated Annual Procurement and Value for Money Report 2020-21
Author: [Name and Job title]	Amanda MacKenzie, Head of Procurement – UHI Shared Services
Meeting:	F&GP Committee
Meeting Date:	17 March 2022
Date Paper prepared:	09 March 2022
Brief Summary of the paper:	Appendix A of the Annual Procurement Report has been updated to include a summary table providing a list of all contracts (new, extended and cancelled) and a commentary on each contract.
Action requested: [Approval, recommendation, discussion, noting]	For consideration and recommendation to BOM for final approval.

Item 11

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> 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:		
Student Experience Impact:	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]	No		
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Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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