

Meeting	Board of Management
Date and time	Tuesday 01 October 2024 at 4.30 p.m.
Location	Microsoft Teams

Governance Officer
09 September 2024

AGENDA

The timings on this agenda are indicative only and may extend beyond times highlighted.

Welcome and Apologies

Declaration of Interests and/or any Statement of Connections or Transparency Statements.

16:30 – 17:00 BOARD CREATIVE SPACE

Enquiring Minds Scheme 2023/24

Report by Professional Development Manager & Tertiary Education Leader – Management, Health & Creative Arts

ITEMS FOR DECISION

17:00 – 17:05 1) MINUTES

- a.) Meeting of the Board of Management held on 25 June 2024
- b.) Closed Session Note (CSN-01-062024) of the Board of Management held on 25 June 2024
- c.) Closed Session Note (CSN-02-062024) of the Board of Management held on 25 June 2024
- d.) Closed Session Note (CSN-03-062024) of the Board of Management held on 25 June 2024
- e.) Confidential Note (CN-BoM-01-062024) of the Board of Management held on 25 June 2024
- f.) Confidential Note (CN-BoM-02-062024) of the Board of Management held on 25 June 2024
- g.) Confidential Note (CN-BoM-03-062024) of the Board of Management held on 25 June 2024

- h.) Confidential Note (CN-BoM-04-062024) of the Board of Management held on 25 June 2024
- i.) Minutes of the Extraordinary Board of Management held on 19 September 2024
- j.) Confidential Note (CN-EBoM-01-092024) of the Extraordinary Board of Management held on 19 September 2024

- 17:05 – 17:10 2) OUTSTANDING ACTIONS**
Actions List
- 17:10 – 17:20 3) RISK REGISTER UPDATES (CONFIDENTIAL)**
Report by Director of Finance and Estates
- 17:20 – 17:30 4) FINANCE UPDATES:**
Revenue Budget 01 August 2024 to 31 July 2025
Financial Forecast Return
Report by Director of Finance and Estates
- 17:30 – 17:35 5) GOVERNANCE UPDATE**
Report by Governance Officer
- a.) Annual Audit Committee Report
b.) OSCR Return
- 17:35 – 17:40 6) POLICIES FOR APPROVAL**
Report by Vice Principal Curriculum, Student Experience & Quality
- a.) UHI Safeguarding Policy (Reviewed Policy)
b.) UHI Generative AI Policy (NEW Policy)

ITEMS FOR DISCUSSION

- 17:40 – 17:50 7) KPI MATRIX**
- Review of KPI's for Academic Year 23-24
 - Review of Measures to be used for KPI's Academic Year 24-25
- 17:50 – 18:15 8) PRINCIPAL'S REPORT (CONFIDENTIAL)**
- 18:15 – 18:25 9) OUTCOMES AND SATISFACTION RATES**
Report from Vice Principal – Curriculum, Student Experience and Quality
- 18:25 – 18:35 10) STUDENT ACTIVITY AND RECRUITMENT**
Report from Information Systems Manager
- 18:35 – 18:40 11) GOVERNANCE UPDATE**
Report from Governance Officer

18:40 – 18:50 **12) UHI Court – Quarterly Update - UHI Court minutes - to follow**
Report by Director of Corporate Governance and Deputy Secretary

18:50 – 18:55 **13) DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES (CONFIDENTIAL)**
a.) Search & Nomination Committee held on 23 August 2024
b.) Chairs Committee held on 29 August 2024
c.) Joint Audit & Finance and General Purposes Committee held on 10 September 2024
d.) Audit Committee held on 10 September 2024 – to follow
e.) Finance and General Purposes Committee held on 12 & 24 September 2024 – to follow
f.) HR Committee held on 19 September 2024 – to follow
g.) Learning, Teaching and Research Committee held on 24 September – to follow

FOR NOTING

14) AOCB

15) DATE AND TIME OF NEXT MEETING

17 December 2024 at 4.30 p.m.

If any member wishes to add an item of business to the Agenda, please inform the Chair and the Governance Officer 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 – List of Outstanding Actions

28 June 2022				
Confidential Annex – Partnership Working	<p>The Principal will engage with potential partners and carry out due diligence in respect of proposals.</p> <p>We are currently going through a further procurement process in respect of a shared Finance, Payroll and HR system.</p>	Principal	Complete	June 2024
03 October 2023				
Principal's Report: Enquiring Minds Scheme Update	An update on Enquiring Minds project to be presented to the Board during the Board Creative Space session on 01 October 2024.	TEL & Prof Dev Manager	Complete	01/10/2024
19 December 2023				
UHI Inverness College Annual Audit by Deloitte	We are in the first year of contract with the new provider. An action has been proposed to monitor and evaluate the failure by new external auditors Deloitte to complete audit reports on time.	Gov Officer & Principal	Complete	10/09/2024
25 June 2024				
Communication to Audit Scotland	Direct communication to be sent to Audit Scotland to ask for stronger intervention in regard to Deloitte's delay.	Principal, Director of Finance & Estates, both Vice-Principals	Superseded	10/09/2024

Board of Management

Subject/Title:	Financial Forecast Return 2022/23 to 2025/26
Author:	Niall McArthur, Director of Finance & Estates
Meeting:	Board of Management
Meeting Date:	1 October 2024
Date Paper prepared:	5 September 2024
Brief Summary of the paper:	To present to Board the final financial forecast return for 2024 which was sent to SFC on 30 June 2024.
Action requested: [Approval, recommendation, discussion, noting]	Approval

Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> <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 	
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Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:		
Risk implications:	Yes If yes, please specify: Financial Operational		
Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
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 confident actionable in court (s36)	
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

Purpose of report

To present the Financial Forecast Return (FFR) for 2024, which includes the forecast for 2023/24, the budget for 2024/25 and the financial forecasts for 2025/26 and 2026/27.

Financial Forecast 2023/24

This section provides an update to the committee on the forecast position of the college at the 9 month stage to April 2024, for the year to 31 July 2024.

Overall, the current forecast is an operational deficit of £0.739 million, (assuming pay award of £2,000 for 2022/23 and £1,500 for 2023/24 per staff fte), compared to the March 2024 forecast deficit of £0.812m and the original budget deficit of £418,000. The previous FGPC revenue monitoring report forecast a deficit of £1.044 million.

The College is forecasting that it will meet the FE Credit target for 2023/24, with the actual number of credits at May 2024 currently being 26,555, compared to the target of 26,657. In terms of the HE UGT fte number for 2023/24, the current actual at May 2024 is 1,248 fte, compared to the target of 1,411 fte.

The main issues that are affecting the financial performance for the College in 2023/24 are noted below.

Income

- Research grant funding (Red risk) - is significantly below target at present and the current forecast is a reduction of £280,000 in income for the year. At present further work is being carried out on both income and expenditure forecasts to ascertain the forecast for the year.
 - Mitigating Actions: a review is currently being undertaken in the research area, which will look at both income and expenditure areas. Scenario plans will be prepared in terms of both best case and worst-case scenarios for both income and expenditure, as well as a review of staffing levels.
- UHI HE grant funding (Red risk) - is forecast to be below target for 2023/24. Work is currently being carried out to ascertain the forecast reduction in the level of HE grant for the year, but it is currently estimated at £362,000, which includes a provision for the adverse impact of the 2023/24 microram of £80,000.
 - Mitigating Actions: to maximise the January 2024 student intake for HE students. A marketing campaign will be undertaken to increase applications for 2024/25, as well as continuing with open evenings and other events to attract additional HE students.
- Tuition fees (Amber risk) – with the HE fte being below the target set for the year as noted above, there will be a knock-on effect on the tuition fees, which is being forecast to be below target by £19,000.
 - Mitigating Actions: to maximise the January 2024 student intake for HE students. A marketing campaign will be undertaken to increase

applications for 2024/25, as well as continuing with open evenings and other events to attract additional HE students.

- Refectory & restaurant income (Amber risk) – based on current income levels, forecast to be £50,000 below income target of £653,700, mainly due to event income being below target.
 - Mitigating Actions: to ensure that in terms of the refectory and restaurant, that income and expenditure continues to be monitored and offset any reduction in the events income for the year.
- Commercial income (Green risk) – based on current income levels, forecast to be £120,000 above the income target of £442,500, mainly due to additional FWDF income which was not budgeted for.
- Miscellaneous income (Green risk) – based on current income levels, forecast to be £231,000 above the income target of £515,480, mainly due to additional other income not budgeted for.

Expenditure

- Staff costs (Red risk) - are forecast to be £416,000 over budget, assuming a cost of living pay increase of 5% (£2,000/fte) for 2022/23 and 3% (£1,500/ fte) for 2023/24. This compares to a budgeted 3% increase for 2022/23, with the additional cost of the 5% increase being approximately £250,000. It also includes additional SPPA employer costs, which increased from 23% to 26% in April 2024, with the approximate cost for the 4 months to July 2024 being £100,000.

Other staff costs and travel costs are forecast to be the same as the budget for the year to 31 July 2024.

- Mitigating Actions: to review all vacancies and ascertain whether they should be replaced or not. Also, review any retirements and ascertain whether they should be replaced or can be replaced through further efficiency measures.
- Premises costs (Red risk) - are forecast to be £45,000 above the budget of £1.964million. This is mainly due to the forecast overspend in energy costs of £130,000, which is partly offset by an underspend in the HIE maintenance costs, non-domestic rates and the revenue costs incurred from the sale of the Longman site.
 - Mitigating Actions: to review all lines of expenditure and for the remainder of the year, reduce expenditure if possible. A review is also being carried out on energy consumption for the main campus building, with the help of GTFM.

- Other Operating costs (Green risk) - are forecast to be £500,000 below the budget of £7.973million. This is due to the forecast underspend in a number of different areas including equipment, materials and VAT, as well as the revenue costs incurred from the sale of the Longman site.
 - Mitigating Actions: to continue to review all lines of expenditure and for the remainder of the year, reduce expenditure if possible. Budget holder refresher training will also be undertaken for all budget holders, with the key focuses being on budget monitoring and on procurement. A budget review exercise has also started, with the intention of this becoming a regular event and will be on the basis of being both supportive for budget holders, especially new budget holders, but also challenge their budgets for the remainder of the year.

Given the current forecast deficit for 2023/24 and the final grants from Scottish Government on the FE and HE budget for 2024/25 showing an overall reduction in college funding, the college has started to construct a plan to address the underlying deficit in future years, which will include a review and the revision of the college financial strategy. This will also include a 3-5 year financial forecast to bring the college from the current forecast operational deficit position in 2023/24 to a break-even position within 3 years.

Revenue Budget 2024/25

Background

The annual revenue budget is prepared each year, and is presented to the Finance & General Purposes committee and then, if recommended for approval, is presented to the Board for approval by the 31 July of each year and prior to the commencement of the new financial year.

The revenue budget for 2024/25 has been set in the context of an extremely challenging financial environment, with a number of factors continuing to severely impact the financial sustainability of the college sector:

- National Bargaining pay increases – the 3 year pay offer for both academic and professional staff (professional staff have now accepted their pay offer) is significantly above college budget levels and historic budget levels and there is no funding provided by SFC/ SG for these additional costs, unlike other areas of the public sector.
- The flat funding forecast for SFC funding over the coming 5 years to 2028, which severely limits the capacity of the college sector in future years.
- Inflationary increases in non-staff costs across all areas, but especially in materials, energy and general contracts.

However, there are also opportunities for the college over the coming year and beyond and these are set out on pages 6 and 7 of the report.

Executive Summary

The budget preparation exercise commenced in March 2024. This has involved staff budgets being prepared for all cost centres and sent out to budget holders for review, with further meetings taking place with the curriculum leaders to finalise staffing budgets and aligning them to the curriculum plan for 2024/25. It should also be noted that some grant figures from UHI are draft at the time of writing the report.

All budget holders were involved in the budget process, with meetings held to discuss budget figures and inputting into the budget process in relation to the cost centres they are responsible for.

The Executive Management Team were also given the opportunity to review the budget and input into key areas.

The budget operating deficit for 2024/25 is £753,499, compared with a budget deficit of £418,274 in 2023/24. The main reasons for the increase in deficit are noted below:

- An increase in staff costs of £1.328 million compared to the 2023/24 budget, due to the forecast NB increases for cost of living rises for both academic and professional staff.
- Forecast reduction in commercial income of £295,000 due to loss of the flexible workforce development funding (FWDF) from SFC.
- The increase in staff costs above is offset by:
 - The forecast increase in Scottish Funding Council (SFC) FE grants in relation to pension contribution increases- £250,000
 - The forecast increase in HE teaching grant of £313,000, due to forecast additional HE fte, mainly from graduate apprenticeships.
 - The forecast increase in tuition fees of £161,000 compared to the 2023/24 budget, due to higher HE fte forecast numbers.
 - The forecast increase in MA income of £250,000 in relation to additional MA numbers awarded by SDS.

Committee members should be aware that incorporated colleges should seek to set a balanced budget each year. However, the public sector finances for the next five years show flat funding for the Scottish Funding Council, and this will inevitably have a severe impact on the colleges financial sustainability. The SFC Financial Forecast return for 2024 provides the following guidance:

- *Institutions should aim to achieve a balanced budget each year. Where a deficit is forecast in any year, institutions must work towards bringing income and expenditure back into balance over the forecast period.*

Given the above forecast budget deficit for 2024/25, plans are being put in place to draft a revised financial strategy for the college and the completion of the SFC Financial Forecast return. The key element within the strategy will be a plan to move the college from its current forecast budget deficit to a financially sustainable position of at least break-even by the end of 2026/27. This will be achieved through a variety of measures, which are set out below:

- The college is currently forecasting to be above its FE target, both in 2023/24 and for 2024/25, in terms of the curriculum plan. Ongoing discussions with SFC have been taking place regarding additional FE credit funding being reallocated from the FE sector to the college. The amount of reallocation is still unclear and will not happen until 2025/26. However, a reallocation of 1,000 credits, which would be 3.5% of our

overall credit total, would generate an additional £370,000 in FE teaching grant, with only a small increase in costs.

- For HE activity, although the traditional HE fte numbers are slowly increasing from the low levels seen during covid, there has been and forecast to be increases in graduate apprenticeship (GA) numbers. For 2024/25, application numbers are positive and so in addition to the current forecast numbers, the college could achieve an additional 50 HE ftes through additional GA's applications. This HE growth can currently be funded as there is spare funding capacity with the UHI partnership at the moment, with HE numbers currently being below the SFC funded level.
- Within staff costs, as noted above, there has been considerable work undertaken to review and adjust curriculum staffing to ensure it is in line with the curriculum plan for 2024/25. The college will also continue to review fixed term contracts, as well as any current vacancies and retirements, which could lead to additional savings in staff costs during the coming year.
- There continues to be work across all areas of the non-staff costs budgets to make savings, with work being carried out by procurement to increase the use of APUC frameworks.
- Within the UHI 2024 project, there is ongoing work related to partnership wide shared services across all the professional services and this has the potential to reduce professional services staff costs in the coming years.
- There continues to be discussions around the UHI EO top slice within the UHI 2024 project and the view that it continues to be too high and is diverting FE and HE teaching grant funding which would directly benefit the student experience. Currently, the FE top slice is £0.6 million and the HE top slice is £3.2 million for UHI Inverness.
- In terms of the research activity, there is a reduction in research grants of £92,000 compared to 2023/24, however expenditure has also decreased, and overall, research are currently budgeting for a small surplus. This will be closely monitored during the year to ensure any variances are dealt with as early possible.
- It is still unknown whether SFC will clawback FE and HE grant funding for 2022/23 or 2023/24. If there is no/reduced clawback by SFC, this will potentially provide an additional increase to the overall UHI partnership income in 2024/25.

The benefit of moving from an operational deficit position to a break-even position over a 3 year period is that it allows for the forecast growth in a number of different areas to continue and does not adversely impact on the capacity of the organisation to enable it to do so. As mentioned above, there is potential growth in a number of areas, including FE credits, HE fte's, GA's, and MA's, as well as other areas including research, commercial & project income and potentially other areas as well.

Financial Forecasts - 2025/26 to 2026/27

The forecast operational deficit for 2025/26 is £0.220 million, a decrease of £0.531 million compared to the budget deficit for 2024/25, with the operational deficit decreasing further to £0.013 million in 2026/27. The main reasons for the decrease in the operational deficit and assumptions in these 2 years, 2025/26 and 2026/27 are noted below:

- As noted above, there is continued growth in the college FE credits above its target threshold and in discussion with UHI EO, there is now potential for additional FE credit

funding being reallocated for academic year 2025/26. No estimate has been agreed as yet but a 5% increase in credits, amounting to 1,500 credits, is included in the forecast.

- In terms of HE fte, further growth is forecast over the forecast period, mainly relating to increases in GA numbers, amounting to 50 HE fte in 2025/26 and 40 fte in 2026/27.
- No increase has been included for MA income, although the expectation is that there is potential for increases in MA numbers, following the award of additional numbers by SDS for 2024/25.
- For the other income streams, no increases in either volume or price have been included, although across research, commercial and miscellaneous income we are anticipating modest increases in both years.
- Staff costs are forecast to increase by 3% in both years, with staff costs savings through non replacement of vacancies and staff retirements also being built into the forecasts.
- Inflationary increases in non-staff costs across all areas have been offset by savings through increased use of APUC frameworks across a number of areas.

Balance Sheet

Total net assets are forecast to be £14.1 million by 2026/27, with net current assets of £0.61 million and a cash balance of £3.8 million forecast by the end of July 2027. The asset held for sale, in terms of the Longman site, has been written down from £2.3 million to £1.240 million and the impairment accounted for within depreciation. The net proceeds of the sale, amounting to £0.8 million, is proposed to be used for a new building on the college site and a business case is currently being reviewed by SFC for approval.

Capital Expenditure

There are two current capital works projects being carried out at the college, one is to be carried out over the summer in 2024, with the other project still at the planning stage.

The first project is a refurbishment and repurposing of a number of spaces within the main campus building and are noted below. These are being funded through a grant from the college ALF, which has now been closed.

- Total funding of £0.94 million - £0.68 million construction costs and £0.26 million equipment costs.
- Includes the conversion of a staff workroom to a new technology centre, conversion of another staff room to a creative workroom and conversion of two pc suites to a “dirty” workshop.

The second project is for the construction of a sustainability centre, funded from the sale proceeds of the Longman site.

- Still at the planning stage, as funding still needs to be approved.

Risks Upside

- With interest rates still at historically high levels, investment income is higher than budgeted, which will continue into the second half of 2024, before decreasing due to the forecast reduction in interest rates later this year.

Risks Downside

- The HE target may be challenging, although current forecast admission data at present show an increased rate compared to previous years.
- If the costs of Job Evaluation are greater than funding received from SFC, then the College will have a further pressure.
- The recent public sector final budget for the college sector for 2024/25 and flat funding for the Scottish Funding Council for the next five years.

1. Draft figures for the main FE teaching grant funding have been received. They are as follows:

2024/25	£9,776,277	Credit Target	26,442	Average £370
2023/24	£9,758,006	Credit Target	26,442	Average £370

The FE Credit target is the same as 2023/24 at 26,442 credits. The total SFC FE grant is £10.148million, which includes the additional SFC grant for pension contributions of £250,000.

The SFC Job Evaluation funding is only included in outturns towards the end of the year and there is a corresponding amount included within staff costs outturns.

Other Funding – in previous years, this has covered various grants including mental health, counselling, digital learning and sanitary products. However, there is no funding in the budget for 2024/25 for these at present.

The annual estates maintenance funding from the SFC for FE has decreased compared to 2023/24, from £106,857 to £104,279.

2. The SFC HE RAM grant for 2024/25 is noted below:

2024/25	APC 1,394 HE FTE	Budgeted £5,291,000
2023/24	APC 1,418 HE FTE	Budgeted £5,216,000

The College had a target of 1,321 FTE (Full Time Equivalent Student Numbers) in 2023/24 and is projected to deliver 1,270 in 2023/24. The APC target for 2024/25 has been set at 1,319 FTE, with an additional 75 graduate apprenticeship places, making an overall total of 1,394 FTE.

MicroRam data is based on 2023/24 budget and £0 has been budgeted.

PGDE funding and other UHI funding is still to be finalised at the time of writing the report. Research Funding covers both Research Excellence Grant (REG) and University Innovation Funding (UIF). The final funding figure for REG for 2024/25 is £130,030, a decrease of £3,405 from the 2023/24 figure of £133,435. At present, we do not have the UIF allocation for the college.



3. Tuition fees - FE fees budget is based on income in the ledger at present.
The HE fees budget is based on delivering 1,321 UGT FTE, plus 75 graduate apprentices. Overseas fees are based on the outturn for 2023/24. Overall, the fees budget is £3,038,450, £161,323 or 5.6% above the 2023/24 budget figure.
4. Other Grant Funding – these are mainly research related and based on project income and PhDs in post. Overall, there is a decrease of £92,164 to £1,332,090, due to a reduction in forecast research grants and commercial income. Detailed work has been carried out in reviewing other grants and estimates, based on projects in the system.
5. Refectory and training restaurant Income – the budgeted income for the refectories assumes a reduction in events income, with the total income budget being £591,000, compared to £653,700 in 2023/24.

6. SDS Income – overall, this is forecast to be £368,000 higher than the 2023/24 budget, due to the additional 104 MA places from SDS.
7. Commercial Income – the decrease in commercial income is due to there being no Flexible Workforce Development Funding (FWDR) allocated by SFC for 2024/25. The budget figure for 2024/25 is £147,500, compared to £442,500 in 2023/24, a decrease of £295,000.
8. Miscellaneous Income – overall, an increase in the forecast miscellaneous income for 2024/25, increased from £515,480 to £592,740, an increase of £77,260.
9. Unitary Charge funding is based on amounts being paid in respect of this.
10. Staff costs - detailed work has been carried out on staff cost budgets, with work being carried out to align staff costs with the curriculum planning document for 2024/25. The staff costs budget is higher than the 2023/24 staff costs budget by £1.3 million. This is due to the 3 year pay deal for both academic and professional staff of £5,000 over the 3 years from 2022/23 to 2024/25. It also includes an increase in SPPA employers pension contributions, which is partly offset by a decrease in LGPS employers contributions.
11. Premises costs – overall they have reduced by £28,000, with the main changes being:
 - Energy costs – increase in energy costs of £16,000 compared to the 2023/24. Work is continuing to review the operation of the building management system (BMS) to reduce energy consumption within the building.
 - Rates and water – non-domestic rates have decreased, due to the sale of the Longman building and following a revised application, a reduction in NDR to zero for Burnett Road.
 - Cleaning costs – forecast reduction in 24/25 budget due to cleaning contract budget being lower than estimated compared to the 2023/24 budget.
12. Other operating costs – overall, other operating costs have decrease by £231,000, mainly due to a reduction in consultancy & legal fees.

Financial Forecast Return June 2024

College	UHI Inverness
Contact	Niall McArthur
Telephone	07767 442235
Email:	niall.mcarthur.ic@uhi.ac.uk

DECLARATION:	The attached worksheets represent the financial forecasts for the College. They reflect a financial statement of our academic and physical plans from 2023-24 to 2026-27. Adequate explanations have been provided where requested on the return. The worksheets and their underpinning assumptions have been reviewed and approved by the Board of Management in accordance with their agreed practices. In preparing this financial forecast the College has fully considered the financial implications of all aspects of its strategy and has properly reflected these in the forecast.
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Signed:	 . 
	Principal/Chief Executive Officer
Date:	16th July 2024

UHI Inverness

		Forecast 2023-24 FTE	Forecast 2024-25 FTE	Forecast 2025-26 FTE	Forecast 2026-27 FTE
ANNUAL STAFFING EFFICIENCIES (savings reflected in FFR)					
1	FTE Staff reduction - vacancy management	0	0	0	0
	FTE Staff reduction - voluntary severance (related restructuring costs to be set out in section 2 below)	0	0	0	0
	FTE Staff reduction - compulsory redundancy (redundancy costs to be set out in section 2 below)	0	0	0	0
	Staff reduction - total	0	0	0	0
		£000	£000	£000	£000
2	Voluntary severance costs	0	0	0	0
	Compulsory redundancy costs	0	0	0	0
	Total	0	0	0	0
	CHECK - Staff restructuring costs per SOCIE	0	0	0	0
3	NON-STAFF COST EFFICIENCIES (savings reflected in FFR)	0	0	0	0

ITEM 04.a

Pension Assumptions	2023-24	2024-25	2025-26	2026-27	2023-24	2024-25	2025-26	2026-27
Employer Contributions	£000	£000	£000	£000	Details of Methodology and Valuation	Details of Methodology and Valuation	Details of Methodology and Valuation	Details of Methodology and Valuation
STSS	1,750	1,920	1,930	1,940	National rates - 26%	National rates - 26%	National rates - 26%	National rates - 26%
LGPS	980	950	950	950	By Actuary 17.1% Employer	By Actuary 17.1% Employer	By Actuary 17.1% Employer	By Actuary 17.1% Employer
Other pension scheme - please state which scheme	0	0	0	0				
Other pension scheme - please state which scheme	0	0	0	0				
Total	2,730	2,870	2,880	2,890				

	Actual 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	2022-23 - 2023-24	2023-24- 2024-25	2024-25 - 2025-26	2025-26 - 2026-27
Statement of Comprehensive income and expenditure (Consolidated)	£000	£000	£000	£000	£000	%	%	%	%
INCOME									
Tuition fees and education contracts	4,848	4,589	5,137	5,187	5,187	-5.3%	11.9%	1.0%	0.0%
Funding council/RSB grants	21,587	20,737	21,675	22,481	22,866	-3.9%	4.5%	3.7%	1.7%
Research grants and contracts	634	1,144	1,332	1,332	1,332	80.4%	16.4%	0.0%	0.0%
Other income	2,942	1,864	1,301	1,311	1,321	-36.6%	-30.2%	0.8%	0.8%
Investment income	32	50	30	20	10	56.3%	-40.0%	-33.3%	-50.0%
Total income before donations and endowments	30,043	28,384	29,475	30,331	30,716	-5.5%	3.8%	2.9%	1.3%
Donations and endowments	0	0	0	0	0				
Total income	30,043	28,384	29,475	30,331	30,716	-5.5%	3.8%	2.9%	1.3%
EXPENDITURE									
Staff costs	20,212	18,641	19,553	19,924	20,153	-7.8%	4.9%	1.9%	1.1%
Staff costs - exceptional restructuring costs	0	0	0	0	0				
Exceptional costs - non-staff	0	0	0	0	0				
Other operating expenses	7,155	6,668	6,859	6,813	6,762	-6.8%	2.9%	-0.7%	-0.7%
Donation to Arms Length Foundation	0	0	0	0	0				
Depreciation	2,249	1,000	1,000	1,000	1,000	-55.5%	0.0%	0.0%	0.0%
Interest and other finance costs	3,009	2,814	2,814	2,814	2,814	-6.5%	0.0%	0.0%	0.0%
Total expenditure	32,625	29,123	30,226	30,551	30,729	-10.7%	3.8%	1.1%	0.6%
Surplus/(deficit) before other gains and losses and share of operating surplus/deficit of joint ventures and associates	(2,582)	(739)	(751)	(220)	(13)	-71.4%	1.6%	-70.7%	-94.1%
Gain/(loss) on disposal of fixed assets	0	0	0	0	0				
Gain/(loss) on investments	0	0	0	0	0				
Share of operating surplus/(deficit) in joint venture(s)	0	0	0	0	0				
Share of operating surplus/(deficit) in associate(s)	0	0	0	0	0				
Surplus/(deficit) before tax	(2,582)	(739)	(751)	(220)	(13)	-71.4%	1.6%	-70.7%	-94.1%
Other taxation	0	0	0	0	0				
Surplus/(deficit) for the year	(2,582)	(739)	(751)	(220)	(13)	-71.4%	1.6%	-70.7%	-94.1%
Unrealised surplus on revaluation of land and buildings	0	0	0	0	0				
Actuarial (loss)/gain in respect of pension schemes	0	0	0	0	0				
Other comprehensive income	0	0	0	0	0				
Total comprehensive income for the year	(2,582)	(739)	(751)	(220)	(13)	-71.4%	1.6%	-70.7%	-94.1%

Explanation for variance

UHI Inverness

INCOME		Actual 2022-23	Forecast 2023-24	Forecast 2024-25	2022-23 - 2023-24	2023-24- 2024-25	Explanation for variance
		£000	£000	£000	%	%	
1	Tuition fees and education contracts						
	a) FE - UK	85	110	120	29%	9%	
	b) FE - EU	0	0	0			
	c) HE	2,445	2,581	2,718	6%	5%	
	d) Non-EU	137	167	200	22%	20%	
	e) SDS contracts	2,181	1,731	2,099	(21%)	21%	
	f) Education contracts	0	0	0			
	g) Other	0	0	0			
	Total tuition fees and education contracts	4,848	4,589	5,137	(5%)	12%	
2	SFC / RSB Grants						
	a) SFC / RSB FE recurrent grant (including fee waiver)	10,171	9,763	10,044	(4%)	3%	
	b) UHI recurrent grant - HE provision	4,795	4,993	6,324	4%	27%	
	c) FE Childcare funds	122	0	0	(100%)		
	d) Release of SFC / RSB deferred capital grants	344	300	300	(13%)	0%	
	e) SFC capital grant	107	107	104	0%	(3%)	
	f) SFC grant for NPD	4,968	4,918	4,903	(1%)	(0%)	
	g) Other SFC / RSB grants - FE provision	528	0	0	(100%)		
	h) Other UHI grants - HE provision	552	656	0	19%	(100%)	
	Total SFC / RSB Grants	21,587	20,737	21,675	(4%)	5%	
3	Research grants and contracts						
	a) European Commission	634	1,144	1,332	80%	16%	
	b) Other grants and contracts	0	0	0			
	Total research grants and contracts	634	1,144	1,332	80%	16%	
4	Other Income						
	a) Catering and residences	581	520	591	(10%)	14%	
	b) Other European Income	0	0	0			
	c) Other income generating activities	338	200	147	(41%)	(27%)	
	d) Grants from ALF	0	0	0			
	i) Revenue	0	0	0			
	II) Capital	0	0	0			
	e) Non-government capital grant	0	0	0			
	f) Other grant income	0	0	0			
	g) Release of non-SFC government deferred capital grant	0	0	0			
	h) Other income	2,023	1,144	563	(43%)	(51%)	
	Total other income	2,942	1,864	1,301	(37%)	(30%)	
5	Investment income						
	a) Investment income on endowments	0	0	0			
	b) Investment income on restricted reserves	0	0	0			
	c) Other investment income	0	0	0			
	d) Other interest receivable	32	50	30	56%	(40%)	
	e) Net return on pension scheme	0	0	0			
	Total investment income	32	50	30	56%	(40%)	
6	Donations and endowment income						
	a) New endowments	0	0	0			
	b) Donations with restrictions	0	0	0			
	c) Unrestricted donations	0	0	0			
	Total donation and endowment income	0	0	0			

UHI Inverness
EXPENDITURE

		Actual 2022-23	Forecast 2023-24	Forecast 2024-25	2022-23 - 2023-24	2023-24- 2024-25	Explanation for variance
		£000	£000	£000	%	%	
STAFF COSTS							
1 Teaching departments		10,947	10,821	11,323	(1%)	5%	
2 Teaching support services		1,593	1,545	1,620	(3%)	5%	
3 Other support services		887	830	870	(6%)	5%	
4 Administration and central services		5,332	4,455	4,700	(16%)	5%	
5 Premises		308	320	340	4%	6%	
6 Catering and residences		403	390	410	(3%)	5%	
7 Other income generating activities		0	0	0			
8 Other staff costs		0	280	290		4%	
9 Impact of FRS 102 pensions reported costs (less contributions paid included above)		742					
Normal staff costs		20,212	18,641	19,553	(8%)	5%	
10 Exceptional restructuring costs		0	0	0			
Total staff costs		20,212	18,641	19,553	(8%)	5%	
Additional breakdown of staff costs							
	Salaries	15,141	14,655	15,300	(3%)	4%	
	Social security costs	1,328	1,256	1,320	(5%)	5%	
	Pension contributions	2,722	2,730	2,870	0%	5%	
	Non-cash pension adjustments - net service cost	742					
	Non-cash pension adjustments - early retirement provision	279					
	Severance payments	0	0	0			
	Total staff costs	20,212	18,641	19,490	(8%)	5%	
NON-STAFF COSTS							
1 Exceptional costs - non-staff		0	0	0			
2 Other operating expenses	a) Teaching departments	2,192	2,045	2,180	(7%)	7%	
	b) Teaching support services	0	0	0			
	c) Other support services	81	75	90	(7%)	20%	
	d) Administration and central services	1,040	1,450	1,555	39%	7%	
	e) General education	0	0	0			
	f) Premises	2,539	2,064	1,940	(19%)	(6%)	
	(i) Maintenance	720	820	710	14%	(13%)	
	(ii) Utilities	571	730	720	28%	(1%)	
	(iii) Other	1,248	514	510	(59%)	(1%)	
	g) Catering and residences	408	390	430	(4%)	10%	
	h) Other income generating activities	773	530	550	(31%)	4%	
	i) Overspend on student support funds *	0	0	0			
	j) Planned maintenance	0	0	0			
	k) Movement on early retirement pension provision	0	0	0			
	l) NPD	0	0	0			
	m) Other	122	114	114	(7%)	0%	
Total other operating expenses		7,155	6,668	6,859	(7%)	3%	
3 Depreciation	a) Government funded assets	0	0	0			
	b) Non-government funded assets	1,060	0	0	(100%)		
	c) NPD funded assets	1,189	1,000	1,000	(16%)	0%	
Total depreciation		2,249	1,000	1,000	(56%)	0%	
4 Interest	a) On bank loans, overdrafts and other loans	0	0	0			
	b) Finance lease interest	0	0	0			
	c) Other	0	0	0			
	d) Net charge on pension scheme	84			(100%)		
	e) NPD interest	2,925	2,814	2,814	(4%)	0%	
Total interest		3,009	2,814	2,814	(6%)	0%	

* Includes any overspend on bursaries, discretionary funds, and student funds received from SAAS, but excludes childcare funds.

UHI Inverness

	Actual 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000	2022-23 - 2023-24 %	2023-24 - 2024-25 %	2024-25 - 2025-26 %	2025-26 - 2026-27 %	Explanation for variance
ADJUSTED OPERATING RESULT										
Surplus/(deficit) before other gains and losses and share of operating surplus/deficit of joint ventures and associates	(2,582)	(739)	(751)	(220)	(13)					
Add:										
Total depreciation (Government-funded, privately funded and NPD-funded assets) net of deferred capital grant release (<i>incorporated colleges only</i>)	1,905	700	700	700	700	-63.3%	0.0%	0.0%	0.0%	
Exceptional non-restructuring items (e.g. impairment costs)	0	0	0	0	0					
Donation to Arms-Length Foundation (<i>incorporated colleges only</i>)	0	0	0	0	0					
Non-cash pension adjustment - net service cost	742									
Non-cash pension adjustment - ERP	279									
Non-cash pension adjustment - net interest costs	84									
Deduct:										
Non-Government capital grants (e.g. ALF capital grant)	0	0	0	0	0					
Exceptional income (if disclosed as exceptional in accounts)	0	0	0	0	0					
Revenue budget allocated to loan repayments and other capital items (<i>incorporated colleges only</i>)	817	817	817	817	817	0.0%	0.0%	0.0%	0.0%	
NPD payments to reduce NPD balance sheet debt	0	0	0	0	0					
Adjusted operating result	(389)	(856)	(868)	(337)	(130)	120.1%	1.4%	-61.2%	-61.4%	
Revenue budget allocated to non-revenue expenditure (<i>incorporated colleges</i>) :										
Loan repayments	0	0	0	0	0					
NPD / PFI repayments	817	817	817	817	817					
Estates costs	0	0	0	0	0					
Provisions pre 1 April 2014	0	0	0	0	0					
	817	817	817	817	817					

Balance Sheet		Actual 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	2022-23 - 2023-24	2023-24- 2024-25	2024-25 - 2025-26	2025-26 - 2026-27
		£000	£000	£000	£000	£000	%	%	%	%
1 Non-current assets	a) Intangible assets	0	0	0	0	0				
	b) Fixed assets	56,231	55,100	55,024	54,090	52,978	-2.0%	-0.1%	-1.7%	-2.1%
	c) Investments	0	0	0	0	0				
Total non-current assets		56,231	55,100	55,024	54,090	52,978	-2.0%	-0.1%	-1.7%	-2.1%
2 Current assets	a) Stock	48	48	48	48	48	0.0%	0.0%	0.0%	0.0%
	b) Debtors	2,802	2,802	2,802	2,802	2,802	0.0%	0.0%	0.0%	0.0%
	c) Investments	0	0	0	0	0				
	d) Cash and cash equivalents	6,775	6,866	4,750	4,132	3,800	1.3%	-30.8%	-13.0%	-8.0%
	e) Other (e.g. assets for resale)	1,240	1,240	1,240	1,240	1,240	0.0%	0.0%	0.0%	0.0%
Total current assets		10,865	10,956	8,840	8,222	7,890	0.8%	-19.3%	-7.0%	-4.0%
3 Creditors: amounts falling due within one year	a) Bank loans and external borrowing	0	0	0	0	0				
	b) Bank overdrafts	0	0	0	0	0				
	c) Lennartz creditor	0	0	0	0	0				
	d) Obligations under finance leases and service concessions	0	0	0	0	0				
	e) Payments received in advance	541	541	541	541	541	0.0%	0.0%	0.0%	0.0%
	f) Amounts owed to SFC	0	0	0	0	0				
	g) Obligations under PFI/NPD	941	941	1,032	1,131	1,239	0.0%	9.7%	9.6%	9.5%
	h) Deferred capital grant	344	300	300	300	300				
	i) Other creditors and accruals	5,356	6,340	5,200	5,200	5,200	18.4%	-18.0%	0.0%	0.0%
Total creditors < 1 year		7,182	8,122	7,073	7,172	7,280	13.1%	-12.9%	1.4%	1.5%
Share of net assets/(liabilities) in associate		0	0	0	0	0				
NET CURRENT ASSETS/LIABILITIES		3,683	2,834	1,767	1,050	610	-23.1%	-37.6%	-40.6%	-41.9%
TOTAL ASSETS LESS CURRENT LIABILITIES		59,914	57,934	56,791	55,140	53,588	-3.3%	-2.0%	-2.9%	-2.8%
4 Creditors: amounts falling due after more than one year	a) Local authority loans	0	0	0	0	0				
	b) Bank loans and external borrowing	0	0	0	0	0				
	c) Lennartz creditor	0	0	0	0	0				
	d) Finance leases and service concessions	0	0	0	0	0				
	e) Obligations under PFI/NPD	33,830	32,889	31,857	30,726	29,487	-2.8%	-3.1%	-3.6%	-4.0%
	f) Deferred capital grant	8,490	8,190	8,830	8,530	8,230				
	g) Amounts repayable to Funding Council	0	0	0	0	0				
	h) Other creditors	0	0	0	0	0				
Total creditors >1 year		42,320	41,079	40,687	39,256	37,717	-2.9%	-1.0%	-3.5%	-3.9%
5 Provisions	a) Pension provisions	1,770	1,770	1,770	1,770	1,770	0.0%	0.0%	0.0%	0.0%
	b) Other	0	0	0	0	0				
Total provisions		1,770	1,770	1,770	1,770	1,770	0.0%	0.0%	0.0%	0.0%
TOTAL NET ASSETS		15,824	15,085	14,334	14,114	14,101	-4.7%	-5.0%	-1.5%	-0.1%
9 Restricted Reserves	a) Endowment Reserve	0	0	0	0	0				
	b) Restricted Reserve	0	0	0	0	0				
10 Unrestricted reserves	a) Income and Expenditure Reserve	3,317	2,578	1,827	1,607	1,594	-22.3%	-29.1%	-12.0%	-0.8%
	b) Revaluation reserve	12,507	12,507	12,507	12,507	12,507	0.0%	0.0%	0.0%	0.0%
11 Non-controlling interest		0	0	0	0	0				
TOTAL RESERVES		15,824	15,085	14,334	14,114	14,101	-4.7%	-5.0%	-1.5%	-0.1%

Explanation for variance

Liquidity Analysis

		Actual 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	2022-23 - 2023-24	2023-24 - 2024-25	2024-25 - 2025-26	2025-26 - 2026-27
		£000	£000	£000	£000	£000	%	%	%	%
1 Current assets	a) Stock	48	48	48	48	48	0.0%	0.0%	0.0%	0.0%
	b) Debtors	2,802	2,802	2,802	2,802	2,802	0.0%	0.0%	0.0%	0.0%
	c) Investments	0	0	0	0	0				
	d) Cash and cash equivalents	6,775	6,866	4,750	4,132	3,800	1.3%	-30.8%	-13.0%	-8.0%
Total current assets		9,625	9,716	7,600	6,982	6,650	0.9%	-21.8%	-8.1%	-4.8%
2 Creditors: amounts falling due within one year excl Deferred Capital Grants	a) Bank loans and external borrowing	0	0	0	0	0				
	b) Bank overdrafts	0	0	0	0	0				
	c) Lennartz creditor	0	0	0	0	0				
	d) Obligations under finance leases and service concessions	0	0	0	0	0				
	e) Payments received in advance	541	541	541	541	541	0.0%	0.0%	0.0%	0.0%
	f) Amounts owed to SFC	0	0	0	0	0				
	g) Obligations under PFI/NPD (unfunded only)	0	0	0	0	0				
	h) Other creditors and accruals	5,356	6,340	5,200	5,200	5,200	18.4%	-18.0%	0.0%	0.0%
Total creditors < 1year excl Deferred Capital Grants		5,897	6,881	5,741	5,741	5,741	16.7%	-16.6%	0.0%	0.0%
Liquidity position (baseline cash)		3,728	2,835	1,859	1,241	909	-24.0%	-34.4%	-33.2%	-26.8%
Liquidity ratio		1.63	1	1	1	1				
ADDITIONAL INFORMATION										
Longer Term Obligations under PFI / NPD (Unfunded Only)		0	0	0	0	0				
Other Longer Term Liabilities in Balance Sheet resulting in cash outflows		0	0	0	0	0				
Other Cash Commitments not included in Balance Sheet		0	0	0	0	0				
Liquidity position less Longer Term Cash Liabilities/Commitments		3,728	2,835	1,859	1,241	909	-24.0%	-34.4%	-33.2%	-26.8%

UHI Inverness

Cashflow	Actual 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000	2022-23 - 2023-24 %	2023-24 - 2024-25 %	2024-25 - 2025-26 %	2025-26 - 2026-27 %	Explanation for variance
1 Cash flow from operating activities										
a) Surplus / (deficit) for the year	-2582	-739	-751	-220	-13	(71%)	2%	(71%)	(94%)	
2 Adjustment for non-cash items										
a) Depreciation	2,249	1,000	1,000	1,000	1,000	(56%)	0%	0%	0%	
b) Amortisation of intangibles	826	0	0	0	0	(100%)				
c) Benefit on acquisition	0	0	0	0	0					
d) Amortisation of goodwill	0	0	0	0	0					
e) Loss / (gain) on investments	0	0	0	0	0					
f) Decrease / (increase) in stock	5	0	0	0	0	(100%)				
a) Decrease / (increase) in debtors	(307)	0	0	0	0	(100%)				
h) Increase / (decrease) in creditors	210	940	(940)	0	0	348%	(200%)	(100%)		
i) Increase / (decrease) in pension provision	143	0	0	0	0	(100%)				
j) Increase / (decrease) in other provisions	0	(293)	(608)	(581)	(502)		108%	(4%)	(14%)	
k) Receipt of donated equipment	0	0	0	0	0					
l) Share of operating surplus / (deficit) in joint venture	0	0	0	0	0					
m) Share of operating surplus / (deficit) in associate	0	0	0	0	0					
n) Other	0	0	0	0	0					
Total adjustment for non-cash items	3,126	1,647	(548)	419	498	(47%)	(133%)	(176%)	19%	
3 Adjustment for investing or financing activities										
a) Investment income	(32)	(50)	(30)	(20)	(10)	56%	(40%)	(33%)	(50%)	
b) Interest payable	3,009	2,814	2,814	2,814	2,814	(6%)	0%	0%	0%	
c) Endowment income	0	0	0	0	0					
d) Loss / (gain) on the sale of assets	0	0	0	0	0					
e) Capital grant income	0	0	0	0	0					
Total adjustment for investing or financing activities	2,977	2,764	2,784	2,794	2,804	(7%)	1%	0%	0%	
4 Net cash inflow from operating activities	3,521	3,672	1,485	2,993	3,289	4%	(60%)	102%	10%	
5 Cash flow from investing activities										
a) Proceeds from sales of fixed assets	0	0	0	0	0					
b) Proceeds from sales of intangible assets	0	0	0	0	0					
c) Capital grants receipts	0	0	0	0	0					
d) Disposal of non-current asset investments	0	0	0	0	0					
e) Withdrawal of deposits	0	0	0	0	0					
f) Investment income	32	50	30	20	10	56%	(40%)	(33%)	(50%)	
g) Payments made to acquire fixed assets	(448)	0	0	0	0	(100%)				
h) Payments made to acquire intangible assets	0	0	0	0	0					
i) New non-current asset investments	0	0	0	0	0					
j) New deposits	0	0	0	0	0					
Total cash flows from investing activities	(416)	50	30	20	10	(112%)	(40%)	(33%)	(50%)	
6 Cash flows from financing activities										
a) Interest paid	(84)	0	0	0	0	(100%)				
b) Interest element of finance lease and service concession	(2,925)	(2,814)	(2,814)	(2,814)	(2,814)	(4%)	0%	0%	0%	
c) Endowment cash received	0	0	0	0	0					
d) New secured loans	0	0	0	0	0					
e) New unsecured loans	0	0	0	0	0					
f) Repayments of amounts borrowed	(817)	(817)	(817)	(817)	(817)	0%	0%	0%	0%	
g) Capital element of finance lease and service concession payments	0	0	0	0	0					
Total cash flows from financing activities	(3,826)	(3,631)	(3,631)	(3,631)	(3,631)	(5%)	0%	0%	0%	
7 (Decrease) / increase in cash and cash equivalents in the year	(721)	91	(2,116)	(618)	(332)	(113%)	(2425%)	(71%)	(46%)	
8 Cash and cash equivalents at beginning of the year	7,496	6,775	6,866	4,750	4,132	(10%)	1%	(31%)	(13%)	
9 Cash and cash equivalents at the end of the year	6,775	6,866	4,750	4,132	3,800	1%	(31%)	(13%)	(8%)	

UHI Inverness

Capital Expenditure Projects and Forecast Methods of Financing

	Actual 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000	2022-23 - 2023-24 %	2023-24- 2024-25 %	2024-25 - 2025-26 %	2025-26 - 2026-27 %
Expenditure:									
Land & Buildings	0	71	1003	63	63		1312.7%	-93.7%	0.0%
Equipment & Others	0	0	0	0	0				
	0	71	1,003	63	63		1312.7%	-93.7%	0.0%
Financed by:									
Cash reserves	0	0	0	0	0				
ALF grants	0	0	940	0	0			-100.0%	
Leasing	0	0	0	0	0				
SFC/RSB grant	0	71	63	63	63		-11.3%	0.0%	0.0%
Re-investment of proceeds from disposal of assets *	0	0	0	0	0				
Non-SFC/RSB grants	0	0	0	0	0				
PFI/NPD	0	0	0	0	0				
Other - please specify if material	0	0	0	0	0				
	0	71	1,003	63	63		1312.7%	-93.7%	0.0%

* to be included only where this has been agreed by SFC

	Actual 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000
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Capital disposals

Disposal proceeds:

Asset description	0	0	0	0	0
Asset description	0	0	0	0	0
Asset description	0	0	0	0	0
Asset description	0	0	0	0	0
	0	0	0	0	0

Gain/(loss) on disposal:

Asset description	0	0	0	0	0
Asset description	0	0	0	0	0
Asset description	0	0	0	0	0
Asset description	0	0	0	0	0
	0	0	0	0	0

UHI Inverness

ALF Funding

	Actual 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000
Estimated balance of cash in ALF as at 1 August	0	0	0	0	0
Donation to Arms Length Foundation	0	0	0	0	0
Grant from Arms Length Foundation - capital	0	0	0	0	0
Grant from Arms Length Foundation - revenue	0	0	0	0	0
Estimated balance of cash in ALF as at 31 July	0	0	0	0	0

Note:

For most foundations, the most recent accounts available are for periods ending in 2023. Colleges' forecast movements will not include governance costs, donations from third parties, payments to third parties or investment income.

	Actual 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000
Grant from Arms Length Foundation - capital:					
Description	0	0	0	0	0
Description	0	0	0	0	0
Description	0	0	0	0	0
Description	0	0	0	0	0
Description	0	0	0	0	0
Description	0	0	0	0	0
Total	0	0	0	0	0

Grant from Arms Length Foundation - revenue

Description	0	0	0	0	0
Description	0	0	0	0	0
Description	0	0	0	0	0
Description	0	0	0	0	0
Description	0	0	0	0	0
Description	0	0	0	0	0
Total	0	0	0	0	0

UHI Inverness
FINANCIAL SUMMARY

Actual 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
£000	£000	£000	£000	£000

Income ratios					
Total Income	30,043	28,384	29,475	30,331	30,716
Total Funding Council Grant as % of Total Income	72%	73%	74%	74%	74%
Total non-Funding Council Grant as % of Total Income	28%	27%	26%	26%	26%
Total Education Contracts and Tuition Fees as % of Total Income	16%	16%	17%	17%	17%
Total Research Grants and Contracts as % of Total Income	2%	4%	5%	4%	4%
Total Other Income as % of Total Income	10%	7%	4%	4%	4%

Expenditure ratios					
Total Expenditure	32,625	29,123	30,226	30,551	30,729
Salaries as % of Total Expenditure	62%	64%	65%	65%	66%
Other operating costs as % of Total Expenditure	22%	23%	23%	22%	22%
Depreciation/amortisation as % of Total Expenditure	7%	3%	3%	3%	3%

Operating position					
Operating Surplus/(deficit)	(2,582)	(739)	(751)	(220)	(13)
Operating Surplus/(deficit) as % of Total Income	-9%	-3%	-3%	-1%	0%
Adjusted operating surplus/(deficit)	-389	-856	-868	-337	-130
Adjusted operating surplus/(deficit) as % of Total Income	-1.3%	-3.0%	-2.9%	-1.1%	-0.4%

Cash Position					
Cash and Current Asset Investments	6,775	6,866	4,750	4,132	3,800
Overdrafts	0	0	0	0	0
Days Ratio of Cash to Total Expenditure	81	89	59	51	47
Net cash inflow/(outflow) from operating activities	3,521	3,672	1,485	2,993	3,289
Net cash inflow/(outflow) from operating activities as % of Total Income	11.7%	12.9%	5.0%	9.9%	10.7%

Balance Sheet strength					
Unrestricted reserves	3,317	2,578	1,827	1,607	1,594
Liquidity ratio	1.63	1.41	1.32	1.22	1.16
Unrestricted reserves as % of Total Income	11%	9%	6%	5%	5%
Total borrowing (Overdrafts, Loans, Finance Leases, PFI/NPD)	34,771	33,830	32,889	31,857	30,726
Interest cover	0.14	0.74	0.73	0.92	1.00

UHI | INVERNESS

Subject/Title:	Annual Audit Committee Report for the Academic Year 23-24
Author: [Name and Job title]	Ludka Orłowska-Kowal, Governance Officer
Meeting:	Board of Management Meeting
Meeting Date:	01 October 2024
Date Paper prepared:	23 September 2024
Brief Summary of the paper:	To present the Annual Audit Committee Report for Academic Year 2023-24. The Audit Committee approved the report on 10 th September 2024 and recommended for Board's final approval.
Action requested: [Approval, recommendation, discussion, noting]	For 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 	<p>The Audit Committee is required, in accordance with Scottish Funding Council guidance to report annually to the Board of management.</p> <p>The report relates to the discussions and actions in relation to risk management</p> <p>Linked within the strategic plan, specifically managing our risks</p>
Resource implications:	Not directly, but indirectly in relation to the management of risk

Risk implications:	Yes Operational: as outlined in the Risk register Organisational: as outlined in the Risk register		
Equality and Diversity implications:	N/A		
Consultation: [staff, students, UHI & Partners, External] and provide detail	No consultation carried out – report is a statement of work carried out by the Audit Committee throughout 2023-24		
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.)			

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

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

Audit Committee Annual Report to the Board of Management

Title	UHI Inverness Audit Committee Annual Report 2023-24		
Introduction	The Audit Committee is required, in accordance with Scottish Funding Council guidance to report annually to the Board of Management. This report covers the work of the Audit Committee during the 2023-24 Academic Year.		
Membership	The Membership of the Committee during the 2023-24 Academic Year was as follows: -		
	Member	Designation	Membership Period
	Janette Campbell	Chair	October 2023-August 2024
	Sally Blyth	Vice Chair	September 2023-August 2024
	Innis Montgomery	Member of the Committee	September 2023-August 2024
	Gillian Galloway	Member of the Committee	September 2023-August 2024
	James Millar	Member of the Committee	September 2023-July 2024
	Amy Goodbrand	Co-opted Member of the Committee	September 2023-August 2024
	Michael Beveridge	Co-opted Member of the Committee	September 2023-August 2024

Meetings	<p>3 meetings were held throughout the year and the attendance was as follows: -</p> <p>05 September 2023 Tina Stones, Chris O’Neil, Janette Campbell, Sally Blyth, Wendy Grindle, Gillian Galloway</p> <p>14 March 2024 Janette Campbell, Sally Blyth, James Millar, Michael Beveridge, Innis Montgomery</p> <p>04 June 2024 Janette Campbell, James Millar, Michael Beveridge, Innis Montgomery, Amy Goodbrand, Wendy Grindle</p> <ul style="list-style-type: none"> • The Principal attended all three meetings. • Representatives from our Internal Auditors, BDO attended all three meetings. • Representatives from our External Auditor, Deloitte attended all three meetings. • The Joint Finance and Audit Director attended the meeting in September 2023. • The Director of Finance and Estates attended the meetings in March & June 2024. • The Vice Principal – Curriculum, Student Experience and Quality attended the meeting in June 2024. • The Information Systems Manager attended all three meetings.
Terms of Reference	The Terms of Reference were reviewed by the Committee on 14 March 2024 and were taken to the Board of Management on 26 March 2024. The Terms of Reference will next be due for review in March 2027.
Internal Audit	<p>Provider</p> <p>Our Internal Auditors are BDO. Following a procurement exercise BDO were successfully appointed a new contract which commenced</p>

from 01 August 2022. This contract will be for a period of 36 months with 2 further 12-month extension options on mutual agreement.

Audit committee assessment of performance

As a result of the changes within management of the Finance Service, the annual review of the performance of BDO has yet to be carried out. The next scheduled review will take place in November 2024.

Review of internal audit plan

During 2023-24 our Internal Auditors BDO reviewed and evaluated our processes in the following areas:

- Risk Management
- Payroll
- Professional Development
- Health & Safety
- Sustainability

The outcomes of all reviews are presented to and discussed by Audit Committee, however the dates which the Internal Auditors carry out and complete their audit reports are not always aligned to this report due to the time lapse between the audit being carried out and it being presented to the Committee.

Audit Reports

The Committee made specific comments on the Internal Audit reports as follows:


Risk Management Audit

The BDO provided their final Risk Management report to the Committee on 10 September 2024. In terms of risk management policy and

	<p>procedures at UHI Inverness the audit highlighted that currently there is no clear alignment to strategic objectives or procedural guidance to document the processes in place for risk identification, training arrangements and escalation protocols. Also, there is need for a defined risk appetite. In terms of risk management training the audit highlighted that currently UHI Inverness have no identifiable training arrangements in place for risk management, including at induction, nor is management aware of when the most recent training had taken place for Board and staff. Additionally, BDO identified opportunities for improvement during their review of the College's risk register and with respect to formalisation of risk identification.</p> <p>Payroll Audit</p> <p>The BDO provided their final Payroll report to the Committee on 14 March 2024. The audit highlighted one finding of low significance relating to the lack of audit trail and consistent processes in respect of monthly payroll reconciliations. Some areas of good practice had been recognised such as the establishment and communication of payroll policies and procedures, controls over system access and the segregation of duties in respect of payroll payments and amendments, and use of exception reporting to identify potential inaccuracies in pay.</p> <p>As a result BDO provided substantial assurance over the design and substantial assurance over the operational effectiveness of controls in place relating to payroll.</p> <p>Professional Development Audit</p> <p>The BDO provided their final Professional Development report to the Committee on 10 September 2024. The audit identified three findings of medium significance, relating to review and update of the College's managerial oversight in training compliance and resolution approach, compliance of Professional Learning and Development Request Form (PD1 form), and review of role-based training matrix approval process. Areas of good practice had been recognised such as College's framework for staff development, which is underpinned by clear, accessible policies and procedures, and the establishment of development pathways for all roles.</p> <p>As a result, BDO provided moderate assurance over the design and operational effectiveness of the College's arrangements in place in relation to professional development.</p>
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	<p>Health & Safety Audit</p> <p>The BDO provided their final Health & Safety report to the Committee on 10 September 2024. As part of their audit work, they identified three findings, one finding was assessed as medium risk relating to level of completion of staff training. Two were of low risk relating to completion of risk assessment forms and review and update of the H&S policy. The audit also identified some areas of good practice relating to logging of accidents and near-misses, communication of training requirements and application of H&S procedures.</p> <p>As a result, BDO provided moderate assurance over the design and operational effectiveness of Inverness College's arrangements in place in relation to Health and Safety.</p> <p>Sustainability Audit</p> <p>The BDO provided their final Sustainability report to the Committee on 10 September 2024. The audit identified numerous areas of good practice: joining the Race to Zero campaign, integration of the Equality Impact Assessment form into the policy development process and Sustainability workshops at Staff Conference.</p> <p>The review recognised that the College has only recently established formal processes relating to sustainability and these are yet to be fully embedded. The College has taken steps towards promoting sustainability within its practices. Recommendations will support the College in achieving its wider sustainability objectives and enhance the quality of monitoring and reporting of sustainability metrics.</p> <p>Closed Meeting</p> <p>A closed meeting with internal and external auditors had taken place on 10 September 2024. No issues from the auditors side had been raised and all agreed that close collaboration and regular communication will be critical for a successful working relationship in 2024/25.</p>
<p>External audit</p>	<p>Deloitte</p>

	<p>The Financial accounts for the year ending 31 July 2023 had been presented to the Joint Audit and Finance & General Purposes Committee on 10th September and approved by the Board of Management on the 19th September 2024.</p> <p>Audit committee assessment of performance</p> <p>The annual review of the performance of Deloitte for the year 2023/24 was not carried due to the audit delays. The next scheduled review will take place in November 2024.</p> <p>Closed Meeting</p> <p>A closed meeting with internal and external auditors had taken place on 10 September 2024. No issues from the auditors side had been raised and all agreed that close collaboration and regular communication will be critical for a successful working relationship in 2024/25.</p>
Other work done	<p>Risk Management</p> <p>In December 2023 the Board of Management tasked the Audit Committee with the responsibility to monitor any future sales of the Longman Site for the duration of 2 years, until December 2025.</p> <p>The Committee discussed a possible risk, not currently on the register, in respect of the Shared Finance Service with North Highland College. The Committee was advised that following discussions with Finance staff and unions regarding a revised Finance Team structure it has been agreed on 26 February 2024 to no longer provide a shared finance service between Inverness and North Highland. The Finance Team is led by the Director of Finance & Estates, who reports to the Vice-Principal for Curriculum, Operations & External Relations.</p> <p>In March 2024 the HR Committee asked the Audit Committee to add two new risk to the Risk Register and monitor them in the future:</p> <ul style="list-style-type: none"> • AI risk implications • Sexual Harassment Risk

	The Governance Officer has arranged for suitable Risk Register training to be provided to Committee members and this session took place on 10 September 2024. The session was be delivered by Director of Corporate Governance and Deputy Secretary during Committee's Creative Space.
Opinion	The Audit Committee is of the opinion that the risk management of activities and controls in the areas examined by BDO were found to be suitably designed to achieve the specific risk management control and governance arrangements.
Circulation	Copy to the Auditors once approved by the Board of Management.
Conclusion	<p>The Audit Committee is pleased to report to the Board of Management that in its opinion the College has adequate internal controls, procedures, and systems in place.</p> <p>Signed </p> <p>Chair, Audit Committee</p> <p>Date 19/09/2024</p>

Subject/Title:	OSCR Return for 2022-23
Author: [Name and Job title]	Ludka Orłowska-Kowal Governance Officer
Meeting:	Board of Management
Meeting Date:	01 October 2024
Date Paper prepared:	23 September 2024
Brief Summary of the paper:	To provide the Board of Management with the final return which was submitted to the Office of the Scottish Charity Regulator (OSCR) in respect of the College Financial Year 2022-23 on Friday 13 th September 2024.
Action requested: [Approval, recommendation, discussion, noting]	Retrospective approval for this information to be submitted to OSCR along with a copy of the signed Annual Accounts.

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 OSCR Regulations.		
Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational: Risks associated with not submitting this information within the deadline.		
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	N/A		
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 confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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

SECTION A

1. Accounting Reference Date ⓘ

31/07/2023

2. Gross Income * ⓘ ⓘ ⓘ

Ans. £ 30828730

3. Gross Expenditure * ⓘ ⓘ ⓘ

Ans. £ 32625111

4a. Does your charity publish its annual reports and accounts on its website? * ⓘ ⓘ ⓘ

☒ Yes☐ No

4b. Copy & paste the link to your published accounts here * ⓘ ⓘ ⓘ

Ans. <https://www.inverness.uhi.ac.uk/t4-media/one-web/inverness/about-us/board-of-management/2022/financial-statements-for-year-ended-20210731.pdf>

5. Total Number Of Charity Trustees * ⓘ

Ans. 15

6. Total Number Of Paid Staff * ⓘ

Ans. 350

7.a Does your charity have children and/or vulnerable adults as beneficiaries? * ⓘ

☐ Yes☒ No

8. Does your charity receive income from investments (excluding bank interest but including income from stocks, shares, bonds etc.)? * ⓘ

☒ Yes☐ No

9. Your charity's purpose, according to the Scottish Charity Register is ⓘ

Ans. The advancement of education

10. In order to achieve this purpose, does your charity do any of the following? Please select all that apply * ⓘ

- ☐ Provide grants or donations to others
- ☒ Deliver services and / or hold meetings/sessions and / or undertake activities/events
- ☐ Undertake religious activities
- ☒ Provide facilities
- ☐ Campaign
- ☐ Other
- ☐ None of the above

SECTION B

B.1 When did the charity trustees last look at and consider the content of the charity's governing document? * ⓘ

- ☐ In the last 12 months
- ☒ Between 1 and 3 years ago
- ☐ Longer than 3 years ago
- ☐ Have never done this
- ☐ Not Known
- ☐ No copy

B.2 In the last financial year, did your charity operate with at least the minimum number of charity trustees required by your charity's governing document? * ⓘ

- ☒ Yes
- ☐ No

B.3 Does your charity have the following procedures in place? Please select all that apply. * ⓘ

- ☒ Trustees are provided with information about financial performance of the charity at least every 6 months
- ☐ Cheque books are kept in a secure place with access only by nominated persons
- ☒ More than one person authorises significant payments or expenditure
- ☒ Funds are banked without deduction of expenses
- ☒ Where the charity employs staff, statutory deductions (tax and NIC) are made from employees' wages and regularly paid to HMRC

B.4 Did any: (i) Charity trustee or (ii) Any Person or organisation connected to a charity trustee receive any payment or benefit from the charity in the last financial year? * ⓘ

- ☐ Yes
- ☒ No

B.5 Is your charity part of a group either as a parent or a subsidiary? * ⓘ

- ☐ Yes
- ☒ No

B.6 Did your charity receive 20% or more of its income from a person or organisation connected to a charity trustee in the last financial year? * ⓘ

- ☐ Yes
- ☒ No

SECTION C

C.1 Donations and legacies * ⓘ

Ans. £ 0

C.2 Charitable Activities * ⓘ

Ans. £ 30796564

C.3 Other Trading Activities * ⓘ

Ans. £ 0

C.4 Investments * ⓘ

Ans. £ 32166

C.5 Other * ⓘ

Ans. £ 0

C.6 Total Income * ⓘ

Ans. £ 30828730

C.7 Raising Funds * ⓘ

Ans. £ 0

C.8 Charitable Activities * ⓘ

Ans. £ 32625111

C.9 Other * ⓘ

Ans. £ 0

C.10 Total expenditure * ⓘ

Ans. £ 32625111

C.11 Please enter the charity's net current assets * ⓘ

Ans. £ 2443286

C.12 Please enter the charity's total funds * ⓘ

Ans. £ 21499128

Subject/Title:	Policy & Procedure Approvals: <ul style="list-style-type: none"> - Reviewed Safeguarding Policy - New UHI Generative AI Policy
Author: [Name and Job title]	Emma Baillie, Quality Officer
Meeting:	Board Committee
Meeting Date:	October 2024
Date Paper prepared:	25/09/24
Brief Summary of the paper:	The Board Committee is asked to approve the Reviewed Safeguarding Policy and New UHI Generative AI Policy. Both were approved at approved at Policy & Procedure Review Panel on 6 th August, EMT Committee in September, and LTR Board Committee in September.
Action requested: [Approval, recommendation, discussion, noting]	Approval
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
Resource implications:	No If yes, please specify:
Risk implications:	Yes If yes, please specify: Operational: Organisational: Policies review and development required to ensure compliance with legislation and awarding body regulations.
Equality and Diversity implications:	Yes If yes, please specify: Policy EIAs included
Consultation: [staff, students, UHI & Partners, External] and provide detail	Staff and students consulted as part of policy review and development.

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.)			

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Safeguarding Policy

POL/TBC

Lead Officer (Post):	Vice Principal – Curriculum, Student Experience & Quality
Responsible Office/ Department:	Safeguarding
Responsible Committee:	Learning, Teaching & Research
Review Officer (Post):	Safeguarding Leads
Date policy approved:	02/09/2022
Date policy last reviewed and updated:	30/05/2024
Date policy due for review:	30/05/2025
Date of Equality Impact Assessment:	September 2024
Date of Privacy Impact Assessment:	Click or tap to enter a date.

Policy Summary

Overview	<p>Why is the policy required?</p> <p>This policy is required to fulfil the safeguarding obligations of UHI and all partners.</p>
Purpose	<p>What will the policy achieve?</p> <p>The policy will provide a unified approach to safeguarding across the university partnership and ensure parity of student experience.</p>
Scope	<p>Who does the policy apply to?</p> <p>The policy applies to UHI and all partners.</p>
Consultation	<p>Who has been consulted on the policy, and who will be notified?</p> <p>The policy has been developed by a group of practitioners from the university partnership to ensure that best practice is reflected in the policy and accompanying procedures.</p>
Implementation and Monitoring	<p>Who will be responsible for implementing and monitoring the policy, and what resources/ costs will be incurred?</p> <p>Partners are responsible for ensuring that the policy and procedures are followed in their own organisation.</p>
Risk Implications	<p>What are the risk implications of this policy?</p> <p>This policy will reduce risk for the university partnership by ensuring that best practice from across the partnership is being shared and followed.</p>
Link with Strategy	<p>How is this policy linked to University strategy?</p> <p>This policy supports UHI Inverness commitment to provide a safe and supportive learning environment for all. It also aims to ensure that all partners meet legislative requirements on safeguarding and discharge their duty of care.</p>
Impact Assessment	Equality Impact Assessment: Completed June 2022. No action required.
	Privacy Impact Assessment: n/a

1. Policy Statement

- 1.1 The policy outlines our commitment to provide a safe and supportive learning environment for all. In addition, the policy sets out strategies to manage known risk (and any potential risk) to ensure we do all we can to protect individuals from harm, abuse, neglect or exploitation.
- 1.2 UHI Inverness recognise and comply with our legal and statutory obligations that arise from legislation including the Protection of Children (Scotland) Act 2003, the Adult Support and Protection (Scotland) Act 2007, the Counterterrorism and Security Act 2015, the Children and Young People (Scotland) Act 2014, National Guidance for Child Protection in Scotland 2021, Prevent and CONTEST, and other relevant guidance and regulations.

2. Definitions

- 2.1 **UHI and partners:** UHI is an integrated university, made up of a distinctive partnership of independent colleges and research institutions. The partners are: UHI Argyll, UHI Inverness, UHI Moray, UHI North West Hebrides, UHI Shetland, Highland Theological College UH (HTC)I, Orkney College UHI, Perth College UHI, Sabhal Mòr Ostaig, and Scottish Association for Marine Science (SAMS).
- 2.2 **Safeguarding:** Safeguarding is the action we take to promote the welfare of children and vulnerable adults to protect them from harm. This includes making sure we meet our legislative requirements and ensuring the appropriate policies and procedures are put in place. Safeguarding includes child protection but goes further and extends to all vulnerable groups.
- 2.3 **Duty of Care:** Our responsibility to use professional expertise and judgement to protect and promote the best interests of students and staff, and to ensure that we exercise an appropriate level of care towards them, as is reasonable within the parameters of our relationship.
- 2.4 **Vulnerable Adults:** Vulnerable adults or adults at risk are adults who meet all 3 of the below criteria as detailed in the Adult Support and Protection (Scotland) Act 2007:
 - That they are unable to safeguard their own well-being, property, rights or other interests.
 - That they are at risk of harm; and
 - That because they are affected by disability, mental disorder, illness or physical or mental infirmity they are more vulnerable to being harmed than adults who are not so affected.
- 2.5 **Child / Children:** As per the Children and Young People (Scotland) Act 2014, UHI Inverness define a 'child' as someone who has not yet attained the age of 18. However, UHI Inverness acknowledges the complexities in some legislation and the need to assess under 18s on an individual basis as per their unique circumstances and needs. UHI Inverness also acknowledges that some children are more vulnerable than others and aim to provide support and take actions based on individual circumstances and needs.
- 2.6 **Corporate parenting:** UHI Inverness has responsibilities as a corporate parent under the Children and Young People (Scotland) Act 2014.
- 2.7 **Confidentiality** – Confidentiality relates to a set of controls on the use and disclosure of information. These controls are not absolute. Information that is 'confidential' should always be handled with care and attention, noting the limits of the confidentiality and any

conditions on the use or sharing of that information. To keep information 'confidential' means an institution will not share any data or information provided by students unless in exceptional circumstances. There are some cases where UHI Inverness cannot guarantee confidentiality (see Safeguarding Procedure, Section 4). However, UHI Inverness will always try to treat any information provided discretely and with sensitivity and respect.

Please read and consider Appendix 1 for further important information and definitions that help partners fulfil their safeguarding duties.

3. Purpose

- 3.1. Safeguarding, and the emerging agendas connected to safeguarding and duty of care are posing ever increasing challenges and demands in tertiary education. It is a key part of our remit and responsibilities to manage any real (or potential) risk we face, including in online environments, as a learning community and in our student halls of residencies.
- 3.2. Our duty is to provide a safe and supportive learning environment for all users within a framework set out by Scottish and UK government legislation. The increasing demands and complexity of these responsibilities make it imperative that UHI and all partners utilise and develop shared expertise, models, systems and processes to meet these challenges.
- 3.3. The following underpinning principles are shared by UHI and all partners:
 - 3.3.1. We will utilise a system of named staff (Safeguarding Leads) in UHI and each partner with key responsibilities and duties linked to this role. Some partners also have Safeguarding Deputies to support Safeguarding Leads.
 - 3.3.2. Safeguarding Leads and Deputies are invited to join the UHI Safeguarding Group and there is an expectation that each academic partner will have representation at each committee meeting (3 times a year).
 - 3.3.3. Some partners have local safeguarding groups or practitioner networks.
 - 3.3.4. We are committed to continuing professional development and ongoing training for safeguarders.
- 3.4. **Criminal Convictions**
 - 3.4.1 UHI and all partners have a Student Criminal Offence Data Policy which should be referred to alongside this policy.
 - 3.4.2 UHI Inverness recognise the transformative power of education and do not consider criminal convictions and offences or related security measures to be insurmountable barriers to learning. Where possible, we are committed to supporting those with spent and unspent criminal convictions in our communities as part of their rehabilitation.
 - 3.4.3 We encourage all applicants and students to disclose information about any criminal convictions or police proceedings which may affect their ability to complete key aspects of their programme or placement. This includes personal restrictions or other conditions arising from court orders or parole conditions e.g. travel, contact with others and use of equipment.
 - 3.4.4 We will offer support and guidance to applicants/students disclosing with criminal convictions about course selection and career planning and advise on the scope for any potential course or placement adjustments.
 - 3.4.5 We undertake to ensure that, by this policy and related procedures, we operate in consideration of all relevant statutory legislation and professional body requirements.

4 Scope

- 4.1 This policy applies to UHI and all partners.
- 4.2 This policy applies throughout UHI and partner premises and campuses, including:
- Student accommodation managed by UHI and partners directly
 - Sports facilities operated by UHI Inverness
 - Nurseries operated by UHI Inverness
 - Any other areas or facilities where UHI or partner activities are carried out
- 4.3 This policy applies to activities undertaken by all students as part of their studies, including but not limited to:
- Work placements and work experience
 - Summer schools, field trips and outreach activities
- 4.4 This policy applies in all environments, including physical and virtual (e.g. social media and online learning platforms).
- 4.5 HISA has their own Safeguarding Policy and associated procedures however, all 3rd party organisations, including HISA, must follow this policy in relation to safeguarding concerns at any campus operated by UHI Inverness or at any event run under the auspices of UHI Inverness or involving any student or staff member of UHI Inverness. Any concerns must be referred to the UHI Inverness Safeguarding Lead in line with UHI Inverness Safeguarding Procedure.

5 Exceptions

- 5.1 This policy does not apply to accommodation advertised by or signposted to by UHI and partners (e.g. privately managed student accommodation or listings of private tenancies).
- 5.2 Students attending activities organised and hosted by another academic institute or body e.g. conferences, symposiums, sports tournaments and society gatherings.
- 5.3 Safeguarding considerations related to work placements should refer to the relevant policy (see Section 9).

6 Notification

- 6.1 All staff are responsible for safeguarding students through their student journey and will be made aware of any changes to the policy.
- 6.2 Safeguarding Leads and Deputies will be briefed and trained on the policy and procedures.
- 6.3 The policy will be publicly available on our website.
- 6.4 We will make information available about our Safeguarding Lead and Deputies and how to contact them. This information will be available on the UHI website.
- 6.5 The regional Student Support Group (SSG) will include any updates to the policy or procedure as an agenda item to ensure that staff group have a forum to discuss changes and best practice.

7 Roles and Responsibilities

- 7.1 The Learning, Teaching & Research Committee is responsible for approving the policy, ensuring the legal compliance of the policy and ensuring that it is followed. The Learning, Teaching & Research Committee is also responsible for ensuring the strategic effectiveness of the policy.

- 7.2 Principals and Senior Management Teams are responsible for operational compliance with the policy set by the Learning, Teaching & Research Committee making recommendations to the Board about updates to the policy. Principals and Senior Management Teams are also responsible for ensuring the operational effectiveness of the policy and making provision for training for all staff.
- 7.3 Safeguarding Leads are accountable for responsibilities as detailed in the Safeguarding Procedures.
- 7.4 Line managers are responsible for ensuring staff participate in training and follow the policy in their day-to-day role.
- 7.5 All staff are responsible for familiarising themselves with the policy and procedures.

8 Legislative Framework

- [Adults with Incapacity \(Scotland\) Act 2005](#)
- [Adult Support and Protection \(Scotland\) Act 2007](#)
- [Children and Young People \(Scotland\) Act 2014](#)
- [Counter-Terrorism and Security Act 2015](#)
- [Council of Europe Convention on Action against Trafficking in Human Beings](#)
- [Data Protection Act 2018](#)
- [Education \(Additional Support for Learning\) \(Scotland\) Act 2004](#)
- [Equalities Act 2010](#)
- [EU Directive of 5th April 2011 on Preventing and Combating Trafficking in Human Beings and Protecting its Victims](#)
- [Forced Marriage etc. \(Protection and Jurisdiction\) \(Scotland\) Act 2011](#)
- [General Data Protection Regulation \(GDPR\) 2018](#)
- [Getting it right for every child \(GIFREC\)](#)
- [Human Trafficking & Exploitation \(Scotland\) Act 2015](#)
- [Mental Health \(Care and Treatment\) \(Scotland\) Act \(2003\)](#)
- [National Guidance for Child Protection in Scotland 2021](#)
- [Police Act 1997](#)
- [Police and Fire Reform \(Scotland\) Act 2012](#)
- [Protection of Children \(Scotland\) Act 2003](#)
- [Protection of Children and Prevention of Sexual Offences \(Scotland\) Act 2005](#)
- [Protection of Vulnerable Groups \(Scotland\) Act 2007](#)
- [Rehabilitation of Offenders Act 1974](#)
- [Sexual Offences Act 2003](#)
- [Sexual Offences \(Scotland\) Act 2009](#)
- [United Nations Convention on the Rights of the Child 1992](#)

9 Related Policies, Procedures, Guidelines and Other Resources

- [Complaints Handling Procedures](#)
- [Fitness to Practise Guidelines \(course-specific\)](#)
- [IT Acceptable Use Policy](#)
- [Placement and Externally Supported Learning Policy](#)
- [Student Code of Conduct](#)

- [Student Conduct Policy](#)
- [Student Criminal Offence Data Disclosure Policy](#)
- [Support to Study Procedure](#)

10 Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0	March 2019	AP Board of Management	New single policy	UHI Safeguarding Group
1	May 2022	AP Board of Management	Minor spelling, grammar, formatting changes, in addition to changes related to the UHI rebranding. 1.1: Changed second sentence to include 'we do all we can to protect individuals'; 1.2: added ' National Guidance for Child Protection in Scotland 2021' and 'Prevent and CONTEST'; 2.1: New definition to reflect rebranding; 2.2, 2.4 and 2.5: revised definitions; 3.2 and 3.3: revised and combined into single 3.2; 3.3: new 3.3.2 and 3.3.3, previous 3.3.2 has become 3.3.4; 3.5: Section on criminal convictions revised and has become 3.4 due to removal of previous 3.3, new information related to Student Criminal Offence Data Disclosure Policy; 4.2: 'UHI or partner name' added to sports facilities and nurseries; 4.5: new section regarding HISA; 5.2: 'It is expected the third party will have their own Safeguarding Policy but UHI and partners cannot be held responsible for the content of any external policies' added to the end; 8: added National guidance for child protection in Scotland 2021; 9: updated policy list to reflect current policy names and framework.	UHI Safeguarding Group
1b	Dec 2022	AP Board of Management	Changes in response to Education Scotland advice: changing 4.5 from ' <i>HISA has their own Safeguarding Policy and associated procedures, but there is an expectation on behalf of both organisations to work collaboratively to safeguard our community</i> ' to the above; deleting historic 5.2 ' <i>Third parties using UHI or partner facilities (e.g. Highlands</i>	UHI Safeguarding Group

			<i>and Islands Student Association (HISA), other academic institutes, external sports clubs and societies). It is expected the third party will have their own Safeguarding Policy but UHI and partners cannot be held responsible for the content of any external policies'.</i>	
1C	June 24	AP Boards of Management	<p>Addition of 2.7 to include definition of Confidentiality.</p> <p>Addition of 3.3.2 to include Safeguarding Deputies to join the UHI Safeguarding Group</p>	UHI Safeguarding Group

Appendix 1: Definitions

- 1) **Minor:** Any child under the age of 16. For example, a school pupil studying at college on a school link program.
- 2) **Child:** A child can be defined differently in different legal contexts. Under the [Children and Young People \(Scotland\) Act 2014](#) a "child" will be defined for the purposes of all Parts of that Act, as someone who has not attained the age of 18.
 - 2.1 The individual young person's circumstances and age will dictate what legal measures can be applied. For example, the Adult Support and Protection (Scotland) Act 2007 can be applied to over-16s where the criteria are met.
 - 2.2 Where a young person between the age of 16 and 18 requires protection, services will need to consider which legislation or policy, if any, can be applied. This will depend on the young person's individual circumstances as well as on the particular legislation or policy framework. On commencement of the [Children and Young People \(Scotland\) Act 2014](#), similar to child protection interventions, all adult protection interventions for 16 and 17 year olds will be managed through the statutory single Child's Plan.
 - 2.3 The Children's Hearings (Scotland) Act 2011 now contains the current provisions relating to the operation of the Children's Hearings system and child protection orders. Section 199 states that, for the purposes of this Act, a child means a person under 16 years of age.
 - 2.4 Additionally, children who turn 16 during the period between when they are referred to the Children's Reporter and a decision being taken in respect of the referral, are also regarded as "children" under the Act. Children who are subject to compulsory measures of supervision under the Act on or after their 16th birthday are also treated as children until they reach the age of 18.
 - 2.5 The United Nations Convention on the Rights of the Child applies to anyone under the age of 18.
- 3) **Child Protection:** Child Protection is a part of the overall area of safeguarding and refers to the activities undertaken to protect specific children who are being harmed or are at risk of suffering harm.
- 4) **Adult at Risk:** Someone who is aged 16 or over and who is, or may be, in need of community care services by reason of mental or other disability, age or illness; and who is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation
- 5) **Vulnerable Adult:** Vulnerable Adult is the term that was previously used to refer to someone we would most often now refer to as an Adult at Risk
- 6) **Harm:** Harm is most broadly defined as being all harmful conduct, but more specifically is: conduct which causes physical, psychological or self-harm or unlawful conduct which appropriates or adversely affects property, rights or interests.
- 7) **Abuse:** A broad definition of abuse is: all forms of physical and/or emotional ill treatment, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

- 8) **Trafficking:** The recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power or a position of vulnerability, or the giving or receiving of payments or benefits to obtain the consent of a person having control over another person, for the purpose of exploitation.
- 9) **Exploitation:** Includes the exploitation or the prostitution of others, or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.
- 10) **Corporate Parenting:** Is a legal duty placed on all Colleges and Universities in relation to those applicants and learners from 'care experienced backgrounds'. It involves a number of key duties and obligations.
- 11) **Prevent:** All Colleges and Universities have to fulfil new obligations under the Counter Terrorism and Security Act 2015: to have due regard to the need to prevent learners from being drawn into terrorism.
- 12) **Hate Crime:** is associated directly with protected personal characteristics, (Also see **e-safety**)
- 12.1 The Scottish Government defines hate crime as: "Crime committed against a person or property that is motivated by malice or ill-will towards an identifiable social group". In other words, a hate crime is a crime against someone because of who they are.
- 12.2 Characteristics covered by Scots law include race, religion, sexual orientation, transgender identity, and disability. Hate crime legislation does not cover crimes against someone because of their gender, although other Laws may apply based on the crime.
- 12.3 Some colleges and universities have become Third Party Reporting Organisations for hate crime. They have committed to report any form of hate crime and to work with local Police and partners to encourage a tolerant and diverse learning community. This definition also applies to activities online and also to hate speech.
- 13) **Care Experienced Children and Young People:** Any child or young person who has experienced living in foster care, residential accommodation, living at home but under a supervision order, those in kinship care, or living in a secure unit. New changes in legislation give Young people some choice in where they stay after they turn 16.
- 14) **E-safety:** E-safety is the safeguarding of vulnerable people online (and includes some or all of the following: bullying, stalking, harassment, blackmail, fraud, abuse, hate crime)
- 14.1 The dangers associated with being online are huge: but here are some of the main risks and most common issues. Some of the risks and dangers are exclusively related to being online, but for some issues the dangers can happen off-line as well (in the real world). Some dangers can apply to both realms and in some cases can happen in both simultaneously.
- 14.2 Bullying, harassment, grooming or stalking, are examples of inappropriate behaviour that can happen both online and in the real world or can take place in both realms simultaneously.
- 14.3 Safeguarding for issues that happen online is becoming increasingly important, especially for sexually motivated activities like grooming, or sexting; which in turn can include blackmail or fraud. Blackmail and Identity Fraud are also examples of online

crimes that are increasingly committed using others personal details or accounts on-line.

- 14.4 Safeguarding includes ensuring learners are aware of the dangers online and know how to protect themselves online and how to report an issue or concern. New legislation connected to **Prevent** have placed a duty on Universities and Colleges around e-safety – as part of our duty to prevent vulnerable students being radicalised and being drawn into extremism.
- 15) **Sexting:** is when someone sends or receives a sexually explicit text, image or video on their mobile phone, usually in a text message.
- 16) **Grooming:** is when someone builds an online relationship with a young person and tricks them or forces them to do something sexual. It might include trying to meet up with the young person. People who do this often lie about who they really are.
- 17) **Forced marriage:** A forced marriage is one where people are made to get married against their will. It may also involve physical or emotional abuse. This is not arranged marriage – which is consented to by both parties.
- 18) **Blackmail:** The crime of threatening to reveal embarrassing, disgraceful or damaging facts (or rumours) about a person to the public, family, spouse or associates unless paid off to not carry out the threat. It is one form of extortion (which may include other threats such as physical harm or damage to property). Online blackmail can be connected to the posting or sending of compromising photos, videos or details.
- 19) **Identity fraud:** Is the act of deliberately using a stolen or fictitious identity to make applications for new products or services or to open a new account. Facility takeover fraud, or account takeover fraud, is when a fraudster has enough details (like passwords) to bypass security on your existing accounts and take them over.
- 20) **Female genital mutilation: (FGM)** is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or Sunna. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It is dangerous and a criminal offence.
- 21) **Human Trafficking:** the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.
- 23) **Slavery:** A person who is by law deprived of their liberty for life, and becomes the property of another. Slavery and trafficking are often joined together for safeguarding purposes.
- 24) **Gender Based Violence**
- 24.1 Describes a spectrum of behaviour that starts with objectification and unwanted comments and includes: intimidation, harassment, online abuse, intimate image sharing, domestic abuse, physical and emotional abuse, stalking, sexual assault and murder. The term also includes commercial sexual exploitation and so-called 'honour

based' violence, including female genital mutilation, forced marriages and 'honour' crimes.

- 24.2 Scotland uses the term gender based violence because women and girls are much more likely to experience it and men most likely to perpetrate it as a result of the continued inequality in our society. However, the term recognises that men and the LGBT+ community can be victims too.

Policy/Procedure/Strategy: UHI Safeguarding

Author/Owner: Lindsay Snodgrass

Signature: Lindsay Snodgrass

Review Due: 02.09.2025

Date of Assessment: 19.08.2024

Department/Section: Quality

Date: 19.08.2024

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

Standardised UHI Safeguarding Policy, Procedure and Referral Form. This policy is required to fulfill the safeguarding obligations of UHI and all partners. The policy will provide a unified approach to safeguarding across the network and support parity of student experience.

 New

Revised

 Existing

Who will be affected?

Who will be consulted?

Evidence available:

This policy applies to all UHI and all partners.

- UHI Safeguarding Group
- Partner local staff consultation including relevant staff and student groups
- HISA representatives

Evidence available of Policy Ownership Group proceedings from Single Policy Environment Project Manager.

Local evidence available from UHI and partners via notes/minutes of meetings and approval committee.

Step 2

[illegible]

Step 3

No Action to be taken

The policy and procedure has been assessed as having a positive impact on all protected characteristics for the Eliminating Discrimination and Advancing Equality of Opportunity categories. This is due the policy and procedure having a clear process that treats all students equitably and transparently with regard to safeguarding. For the Promoting Good Relations category the policy and procedure has been assessed as having a neutral impact as the documents do not engage with relations with and between protected characteristics groups. It is possible that there may be an implied positive impact for this category but it would be challenging to evidence.

Due to this assessment there is no further action to be taken in relation to the policy and procedure.

Equality Impact Assessment Form

Summary of EIA Outcome – please tick

- ☒ No further action to be carried out
- ☐ Amendments or changes to be made
- ☐ Proceed with awareness of adverse impact
- ☐ Abandon process – Stop and Rethink

Please forward completed EIA forms to the Quality Unit



UHI Generative AI Policy
REFERENCE: PL/LT/2024/XXX

Lead Officer	Vice Principal – Curriculum, Student Experience & Quality
Review Officer	ICT Manager Digital Skills Training Officer
Date first approved by BoM	
First Review Date	April 2025
Date review approved by BoM	
Next Review Date	
Equality impact assessment	Completed March 2024
Further information (where relevant)	

Reviewer	Date	Change Log
ICT Manager Digital Skills Training Officer	August 2024	Reviewed in line with UHI Inverness template and management names.

Item	Description
Overview	<p>Generative Artificial Intelligence (GAI) tools and sites have the potential to significantly enhance and potentially revolutionise the way in which we learn, teach, conduct research, and carry out professional duties.</p> <p>The use of GAI within these contexts must be governed by considerations for ethics, privacy, and legislation.</p>
Purpose	<p>The policy discharges UHI's moral and legal duty to ensure that it complies with relevant legislation and maintains its general duty of care to its students.</p>
Scope	<p>All UHI Inverness staff and students</p> <p>Any use of GAI for non-learning and teaching professional services staff will be regulated in a separate policy in due course. In the interim, professional services staff should adhere to the terms of this policy,</p>
Consultation	<p>UHI Inverness PPRP EMT LTR Board of Management</p>
Implementation and monitoring	<p>The University and academic partners are individually responsible for ensuring that the policy and procedures are followed in their own institution.</p>
Risk implications	<p>This policy will reduce risks associated with the use of Generative Artificial Intelligence tools and sites.</p> <p>Failure to adhere to the policy:</p> <ol style="list-style-type: none">1. Legislative: risk of the university not meeting the requirements of relevant data protection and Copyright laws.2. Reputational: risk of damage to the reputation of the University.3. May disadvantage students.
Link with strategy	<p>Learning and Teaching Enhancement Strategy (LTES)</p>
Equality Impact Assessment	<p>27/03/2024</p>
Privacy Impact assessment	<p>DPIA screening: 20/03/2024, no DPIA required.</p>

1. Policy statement

The UHI Inverness is committed to embracing new technologies that can enhance the quality of education and the overall student experience. Generative Artificial Intelligence (GAI) has the potential to revolutionise the way in which we learn, teach, conduct research, and carry out professional duties. The use of GAI within these contexts must be governed by considerations for ethics and privacy. GAI is subject to bias and discrimination, and there are serious concerns about the potential for unauthorised access to sensitive data. As such, it is essential that use of GAI is implemented in a responsible and ethical manner, guided by the principles of transparency, accountability, sustainability, and privacy.

Only [UHI approved GAI tools](#) may be used. The policy of non-proliferation of technologies applies to GAI tools.

2. Definitions

Algorithm: in computing, this is a set of instructions enabling machines to carry out tasks.

Artificial Intelligence (AI): a broad field of computer science that focuses on developing machines and computer systems capable of performing tasks that would typically require human intelligence.

Chatbots: can handle routine administrative tasks such as answering student inquiries, providing course information, and assisting with enrolment procedures. They can be available 24/7, reducing the burden on administrative staff and improving the overall student experience.

Generative Artificial Intelligence (GAI): a category of AI that includes chatbots and Large Language Models (LLMs) that generate content (text, images, audio, movies, music, computer code etc.) by responding to questions and/or instructions (called prompts) from users.

Large Language Models (LLMs): An Artificial Intelligence algorithm that is trained on large amounts of data, enabling it to generate what appears to be coherent content, despite having no understanding of the content it is generating.

Prompts: instructions or questions input into GAI tools to obtain generated content, e.g. text, images, audio, movies, music, computer code etc.

3. Purpose

This policy governs the use of Generative Artificial Intelligence (GAI) tools and sites for all UHI Inverness staff and students.. Any use of GAI for non-learning and teaching professional services staff will be regulated in a separate policy. In the interim, professional services staff should adhere to the terms of this policy.

This policy is guided by [UHI Principles on the use of Generative AI tools](#).

4. Scope

This policy applies to UHI Inverness staff and students.

5. Exceptions

None.

6. Notification

The policy will be published on UHI's website and SharePoint Policies area.

UHI Inverness staff will be made aware of the policy, principles and associated guidance through team meetings and information being cascaded from senior management teams.

Students will be made aware of the policy at induction, in unit, module and programme related information, (including programme handbooks) as appropriate, and (where appropriate) the VLE.

7. Roles and responsibilities

QAEC is responsible for approving the policy and ensuring its legal compliance.

The Tertiary Education Leadership Team are responsible for overseeing operational compliance with the policy, and cascading information to appropriate teams.

Line managers are responsible for supporting relevant staff to follow the policy in their day-to- day role.

Relevant staff are responsible for following the policy in their day-to-day role and

highlighting any operational challenges that arise.

The UHI Head of Corporate Systems Compliance is responsible for developing the policy, accommodating any legislative changes, and submitting the policy to Academic Council and Partnership Council for endorsement.

8. Legislative framework

[Copyright, Designs and Patents Act 1988.](#)

[Data Protection Act 2018.](#)

[Freedom of Information \(Scotland\) Act 2002.](#)

[Section 61 Code of Practice 61 on Records Management.](#)

[The Strategic Framework for a Cyber Resilient Scotland.](#)

9. Related Policies, Procedures, Guidelines and Other Resources

[Academic Standards and Quality Regulations.](#)

[Acceptable Use Policy.](#)

[Copyright Policy.](#)

[Data Protection Policy.](#)

[Freedom of Information and Environmental Information Regulations Policy.](#)

[Learning and Teaching Enhancement Strategy.](#)

[Research Policy and Ethics.](#)

[Student Conduct Policy.](#)

[UHI Intellectual Property Policy.](#)

[UHI Partnership Bring Your Own Device Policy.](#)

[UHI Partnership Information Security Policy.](#)

[UHI Partnership Retention and Disposal Policy](#) (staff access).

[University Records Management Policy](#) (staff access).

[UHI Principles on the use of Generative AI tools.](#)

[Staff guidance on the use of Generative AI.](#)

[Student guidance on the use of Generative AI.](#)

10. Procedures

This policy is to be read and applied in conjunction with [UHI's Generative AI guidance for LTR staff](#), [Student guidance on the use of Generative AI](#) and [UHI's Principles on the use of Generative AI tools](#). All use of GAI tools must comply with [UHI's Acceptable Use Policy](#). UHI Inverness staff and students conducting research must comply with [UHI's Research Policy and Ethics](#).

GAI tools may not be used to generate harmful content or messages with the intent to harm others, spread false information, or engage in unethical activities. Use must be

informed by professional ethical standards.

Use of GAI: This policy's purpose is to address the use of researchers, learning and teaching staff and learning and teaching support staff. Any use of GAI for non-learning and teaching professional services staff will be regulated in a separate policy. In the interim, professional services staff should adhere to the terms of this policy, such as not using GAI for UHI records or personal data. Please see the section "Learning and Teaching Staff use of GAI" below for the full list of restrictions.

Copyright

UHI Inverness staff and students must comply with [UHI's Copyright Policy](#). GAI generated work may include unacknowledged or incorrectly cited and referenced copyrighted or licensed work. Content generated by GAI tools must be verified against reliable sources before using or sharing such information.

GAI referencing

UHI Inverness staff and students must reference their use of GAI tools as follows.

Note: SQA position of using GAI for assessment tasks that contribute towards an SQA qualification with them stating that 'Learners cannot submit AI outputs as their own work' and 'AI cannot be referenced as a source' more information can be found here [Generative artificial intelligence \(AI\) in assessments - SQA](#)

1. UHI Inverness staff and student use of GAI to help inform work, research etc., but not directly quoted or paraphrased in such work. For every GAI tool used:
 - a. list the tool name and version;
 - b. list the name of the company that owns the GAI tool;
 - c. list the tool URL;
 - d. state how you use the GAI tool;
 - e. state if you or someone else wrote the prompt(s) (if someone else, provide their details);
 - f. provide the date you used the GAI tool and
 - g. state how the GAI answers helped you with your work.

Example: ChatGPT-3.5, OpenAI, [OpenAI](#), I needed inspiration when creating a training session for staff on how to use Generative Artificial Tools, including ideas for poem and story examples. I wrote the prompt. Date used 06.12.23. Using ChatGPT helped give

me suggestions in using GAI tools in giving inspirational hints and tips that helped frame my training sessions.

2. UHI Inverness staff and student use of GAI content (paraphrase, directly quote from or input GAI generated content into your work, course work or assessment). Clearly cite and reference such content as personal communication using the appropriate UHI referencing system.

Example using Cite Them Right, Harvard.

Name of AI (Year of communication) Medium of communication Receiver of communication, Day/month of communication.

'In-text citation

When prompted by the author, ChatGPT responded with a 'definition of academic integrity' (OpenAI ChatGPT, 2023). A copy of this response is in Appendix 1.

Reference list

OpenAI ChatGPT (2023) ChatGPT response to John Stephens, 2 April

Generated AI tools' terms, conditions, and privacy policies

UHI Inverness staff and students must:

- read, understand, and accept the terms, conditions, and privacy policies of GAI tools before using them; and
- know how to control cookies and trackers that GAI sites place on their devices as explained on UHI's [External web site disclaimer](#).

Accounts and passwords

UHI has approved several GAI tools that require you to sign up with an email address and create a password.

- For study and work purposes, (where an email address is required) use your UHI email address to sign up. **Do not use** your university password to log in to any external account.
- You must use a strong, unique password, that is only used to access that tool **and no other system**. The password must comply with [UHI policy - strong password information](#).
- GAI accounts created using UHI email addresses may not be used for personal or matters unrelated to UHI.

Student use of generative AI (GAI)

You will be informed by your tutor/lecturer if and how you may use GAI for your studies and assessed work. **Note:**

Please refer to your awarding body guidelines of use of GAI tool in your studies, with this information normally found in your handbook, e.g. SQA qualifications.

- If you have not been told anything about the use of GAI, then its use is not permitted.
- If you have not been given information on, and do not understand, the ethical use of GAI, you may not use it.
- If you are not certain if you may use it, check with your tutor/lecturer first.

You must not submit content created by GAI as your own work, this is plagiarism.

You may not use GAI to alter, paraphrase or edit content that has been written by someone else. For example, you may not input content from a journal or book into a paraphrasing tool and submit the generated content as your own work.

You must acknowledge that you have used GAI in your submitted course work and/or assessments as follows:

1. If you use GAI to help you with your course work or assessment but **did not submit** anything created by GAI in your submission, for every GAI tool you used you must follow the instructions in the Referencing section, point 1 above.
2. If you paraphrase, directly quote from or input GAI generated content into your course work or assessment, you must follow the instructions in the Referencing section, point 2 above.

Your tutor/lecturer may also ask you to provide a list of your prompts, the GAI responses, and the details in point 1 above, as an appendix to your assessed work. Make sure you keep detailed records each time you use GAI for course work or assessed work.

You **may not** put any course materials or assessment questions into GAI tools.

If you use material created by GAI in work you submit for assessment and do not acknowledge this or (where appropriate) cite and reference it correctly as described in the Referencing section above, this is plagiarism as you will be using work that you did not create yourself. This is a form of academic misconduct.

If you are in any doubt, or have questions regarding this policy, you must contact your tutor/lecturer or Personal Academic Tutor (PAT) **prior to using GAI**.

Staff use of generative AI (GAI)

UHI Inverness staff must comply with UHI's Generative AI Policy and [UHI's Acceptable Use Policy](#). Researchers must comply with [UHI's Research Policy and Ethics](#). Any use of GAI for non-learning and teaching professional services staff will be regulated in a separate policy. In the interim, professional services staff should adhere to the terms of this policy.

UHI Inverness staff may only use [approved GAI tools](#) for work purposes. These are also listed on the [Artificial intelligence](#) (staff access) of the [Staff Resources index](#) (staff access).

For work purposes, UHI Inverness staff may not sign in to any GAI tool using a Facebook or Google account. UHI Inverness staff must sign in using their UHI email and password unique to that service and may not sign up to any GAI tools that have not been approved.

All use of GAI must be acknowledged as specified in the Referencing section above.

Note: be aware that any content that UHI Inverness staff curate, create or produce using GAI will potentially make that same content (in 'as is' or further amended form) available to other users of GAI. This requires careful consideration of the appropriate point at which the refinement of content to create a specific resource is to be taken forward without any further use of GAI.

UHI Inverness staff may not use GAI generated content or resources in unreviewed and/or unrefined form (that is, in the form originally generated by GAI) for learning and teaching purposes, unless their review of that content has confirmed it can be used 'as is.' Such content must be acknowledged as specified in the Referencing section above.

UHI Inverness staff may not disseminate or submit for publication in any form (including blogging, short articles, journal papers, book chapters) any written scholarly or research publications that have been generated by GAI. While GAI generated content can inform research and scholarship, the published work of staff must be original and the direct result of their own individual or collaborative writing (not withstanding normal academic conventions of referencing and citing other sources).

The following **may not** be included as GAI prompts or partial prompts or input into any

chatbot:

1. UHI and UHI Partnership records.
2. Personal data.
3. Sensitive or confidential information about UHI, the UHI Partnership, students, clients, or colleagues.
4. Student work.
5. Commercially sensitive information.
6. Research proposals.
7. Research data. Research data analysis should be conducted using dedicated data analysis applications.
8. Material copyrighted by third parties.
9. Items listed in the policy guidance.

This is not an exhaustive list, for more information, and what constitutes a learning and teaching record, consult the policy guidance.

GAI tools may not be used to transcribe interviews and meetings. Recording and transcribing must comply with [UHI's recording policy and instructions](#).

Use of GAI with students

UHI Inverness staff will determine student use of [UHI approved GAI tools](#) in their units or modules. **Note:** if it is decided that GAI may not be used for assessment, then use of authentic assessment is recommended.

Students must be informed if and how they can use [UHI approved GAI tools](#) at induction, in unit, module and programme related information, (including programme handbooks) as appropriate, and (where appropriate) in UHI's Virtual Learning Environment. Students must be directed to this policy, the [Student guidance on the use of Generative AI](#) and [UHI's External web site disclaimer](#). UHI Inverness staff should familiarize themselves with the information in the [Student guidance on the use of Generative AI](#).

If use of GAI is permitted for assessed work:

1. UHI Inverness staff should decide if they wish to see evidence of how students used GAI. For example, students may be asked to provide all prompts and answers to each prompt in an appendix to their submitted work.
2. As required for all assessments, the appropriate coversheet containing the GAI statement must be used:

- a. [Assessment coversheet SQA.](#)
- b. [Assessment cover sheet undergraduate.](#)
- c. [Assessment cover sheet postgraduate.](#)

To ensure compliance with legislation and fulfil their duty of care, UHI Inverness staff may only ask students to use [approved GAI tools for teaching and research](#), **providing** students have attained the minimum age for the use of the technology. Students must be directed to the relevant privacy notice and terms and conditions prior to use.

UHI Inverness staff may not:

- request or require their students to sign up for non-approved GAI accounts in the context of their programme of studies or associated learning, teaching, assessment, or research activities; or
- suggest that students create non-approved GAI accounts to support their university work; or
- require students to use GAI tools if they have not attained the minimum age specified in the terms and conditions of use.

Use of GAI detectors

Due to the flaws of GAI detectors, such as generating false negatives and positives, their bias, and the failure to provide supporting evidence, coupled with the speed of the development of GAI tools, UHI is not using a GAI detector. UHI Inverness staff may not submit student work to any AI detector.

11. Version control and change history

Version	Date	Endorsed by	Amendments	Author
0	05 March 2024	QAEC	N/A	Andy Brown
0.1	20/08/24	PPRP	Changes to apply to UHI Inverness such as appropriate leadership	Martin Robinson / Fiona McConnell

Policy/Procedure/Strategy: Generative AI Policy

Author/Owner: Martin Robinson

Signature: 

Review Due:

Department/Section: ICT Services

Date of Assessment:

Date: 22/05/24

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

This is a UHI policy written by EO staff to provide guidance to learning and teaching staff with regards to the use of generative AI. This has been tweaked to not exclude professional services staff from using a generative AI (as they are not in scope of policy) but instead to follow the guidelines with regards to personal and corporate data etc.

- ☒ New
- ☐ Revised
- ☐ Existing

Who will be affected?

Staff.

Who will be consulted?

Staff across UHI already been consulted on the policy

Evidence available:

Meetings history.

Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations.	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I

Step 3

Sustainability	N/I
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Step 4

No Action to be taken

- Summary of EIA Outcome – please tick
- ☒ No further action to be carried out
 - ☐ Amendments or changes to be made
 - ☐ Proceed with awareness of adverse impact
 - ☐ Abandon process – Stop and Rethink

Please forward completed EIA forms to the Quality Unit

Subject/Title:	KPI Report
Meeting and date:	Board of Management, 01 October 24
Author:	Martin Whyte, Operations and Commercial Manager
Decision, Discussion or Noting:	Noting / Discussion
Link to Strategic Plan:	Links to all strategic objectives
Cost implications:	Yes / No <i>(delete as applicable)</i> If yes, please specify:
Risk assessment:	Yes / No <i>(delete as applicable)</i> If yes, please specify: Financial: Operational: Organisational:

Performance Measures**AY: 2024-2025**

Performance Measures- EMT & Board of Management

Measures - Linked to Profile and Actual sheets

AY Start	01 Aug 2024
Today	26 Sep 2024
Period Month	August
No.Periods YT	1

Measure		Measurement Frequency	2023/24 Actual	2024/25 Target
Serial	Measure 1: CORE FE/HE OUTPUTS			
1	HE Active applications (next AY - Measure from Dec - Jul)	Monthly	1333	1,400.0
2	FE Active applications (next AY - Measure from Dec - Jul)	Monthly	2281	2,300.0
3	FE Credits	Monthly	26543	26,442
4	Apprenticeship starts (contract year)	Monthly	276	374
5	Apprentices in Learning (average in year)	Monthly	664	675
6	Apprenticeship Income (excluding T&A)	Monthly	£1,222,884	£1,259,400
8	Commercial Short Course Income	Monthly	£121,486	£100,000
9	HE enrolments (head count)	Monthly	1,904	1,990
10	HE enrolments (year one starts)	Annual	697	700
11	HE FTE (APC figures) (from Oct)	Monthly	1,259.6	1,296.0
12	Research - Income less expenditure	Biannual	£140,043	-£150,000
13	GA Programmes - New Enrolments	Monthly	92	122
14	Senior Phase Enrolments	Annual	667	677
15				
16				
	MEASURE 2: SATISFACTION MEASURES			
17	Employer satisfaction survey (even years)	Biennial	80.0%	
18	Early Satisfaction & Engagement Survey (ESES)	Annual	96.0%	96%
19	National Student Survey (NSS)	Annual	82.0%	83%
20	Student Satisfaction & Engagement Survey (SSES)	Annual	92.0%	94%
21	Post Graduate Research Experience Survey (PRES) (even years)	Biannual		
22	Post Graduate Taught Experience Survey (PTES) (previous AY)	Annual	96.0%	96%
23	ESES % Response Rate	Annual	63.3%	60%
24	SSES % Response Rate	Annual	57.0%	55%
	Measure 3: RETENTION, SUCCESS & PROGRESSION			
25	College Retention Overall for FE	Annual	90.0%	92%
26	College Retention Overall for HE	Annual	90.0%	91%
27	FE FT Successful Outcomes	Annual	70.0%	75%
28	FE PT Successful Outcomes	Annual	86.0%	88%
29	Partial Success FE	Annual	4.0%	5%
30	HE FT Successful Outcomes	Annual	80.0%	70%
31	HE PT Successful Outcomes	Annual	75.0%	75%
32	Modern Apprenticeship successful outcomes (contract year)	Monthly	63.0%	75%
33	FE progression to further FE study	Annual	37.0%	40%
34	FE progression to HE - actual	Annual	30.0%	35%
35	Mental Health Support appt (non-emergency) offered for within 3 - 10 working days	Monthly	99.0%	95.0%
36	Learning Support appt offered for within 6 - 20 working days	Monthly	96.0%	95.0%
37				
38				
39				
	Measure 4: HR			
40	Sickness levels	Quarterly	2.98%	2.58%
41	- Short Term	Quarterly	1.51%	
42	- Long Term	Quarterly	1.47%	
43	% Staff turnover	Quarterly	2.38%	3.01%
44	PRD completion - full or review	Quarterly	57%	100%
45	Student FTE:Academic Staff Ratio	Annual	21.7	24
46	Lecturer utilisation % (% of deployable hours)	Annual	79.8%	80.0%
47	Number of workplace injuries	Monthly	138	138
48	Number of RIDDOR reportable accidents and illness	Monthly	3	
49	% of staff completed mandatory IHASCO (H&S) Trg	Quarterly	79%	80%
50				
51				
	Measure 5: FINANCE			
52	Adjusted current ratio	Annual		1.25
53	Forecast Outturn Operational Surplus/(Deficit)	Quarterly		-£750,000
54	Staff costs as % of income (less NDP/capital allowances)	Annual		79.0%
55	Cash days in hand	Annual		59.0
56	Income as a % of Expenditure	Annual		98.0%
57	Curriculum contribution (overall % - estimate)	Annual	51%	45.0%
58	Analysis of aged debtors > 90 days	Quarterly		50.0%
	Measure 6: ESTATES & CAMPUS			
59	Room Occupancy - Frequency %	Monthly	36.0%	36.0%
60	CO2 Emissions on Utilities (gross) Tonnes	Monthly	638	667
61	CO2 Emissions on Waste - Tonnes	Quarterly	11.0%	930
62	Estates reactive task completion rate %	Monthly	95%	96%
63	GTFM % reactive task completion rate	Monthly	95%	95%
64	Total % of Capital expenditure budget committed (Aug - March)	2 monthly	100%	100%

Board of Management

Subject/Title:	STUDENT OUTCOMES AND SATISFACTION
Author: [Name and Job title]	Lindsay Snodgrass, Vice Principal Student Experience & Quality Jane Maclellan, MIS Manager
Meeting:	Board of Management
Meeting Date:	01 October 2024
Date Paper prepared:	23rd September 2024
Brief Summary of the paper:	To provide an update on student outcomes and satisfaction for 2023/24 and targets for 2024/25
Action requested: [Approval, recommendation, discussion, noting]	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 	Strategic Plan – Student Experience
Resource implications:	No If yes, please specify:
Risk implications:	Yes If yes, please specify: Operational: risk to operational effectiveness if appropriate improvement and enhancement in student outcomes is not being achieved Organisational: risk to organisational reputation, impact on recruitment / finance if student outcomes not as they should be
Equality and Diversity implications:	Yes If yes, please specify: reference to student outcomes across priority groups/sector benchmarking
Consultation: [staff, students, UHI & Partners, External] and provide detail	Key managers consulted

Status – [Non confidential]	Non-confidential		
Freedom of Information Can this paper be included in “open” business* [Yes]	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 (xxx)		Its disclosure would substantially prejudice the effective conduct of (xxx)	
Its disclosure would substantially prejudice the commercial interests of (xxx)		Its disclosure would constitute a breach of confidence actionable in (xxx)	
Its disclosure would constitute a breach of the Data Protection Act (xxx)		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

STUDENT OUTCOMES AND SATISFACTION

Executive summary

The report provides an update on student outcomes and satisfaction for 2023/24, and initial targets for 2024/25.

Early withdrawals have decreased for both FE and HE full time students as compared to 2022/23. There has been an increase in early withdrawals for Part Time students. However, further withdrawals have decreased across both FE and HE students as compared to 2022/23.

“Written off after lapse of time” is the most common reason for withdrawal for FE students, followed by “Health Reasons”. For HE students the main reason for withdrawal is “Other”, followed by “Health Reasons”.

Student Outcomes are currently indicative for 2023/24 following the final FES submission to the SFC and some outcomes are yet to be determined for HE students. The partial success rates have increased for FE Full Time and Part Time students and for HE Part Time students in 2023/24. As further outcomes are entered for HE students this will change.

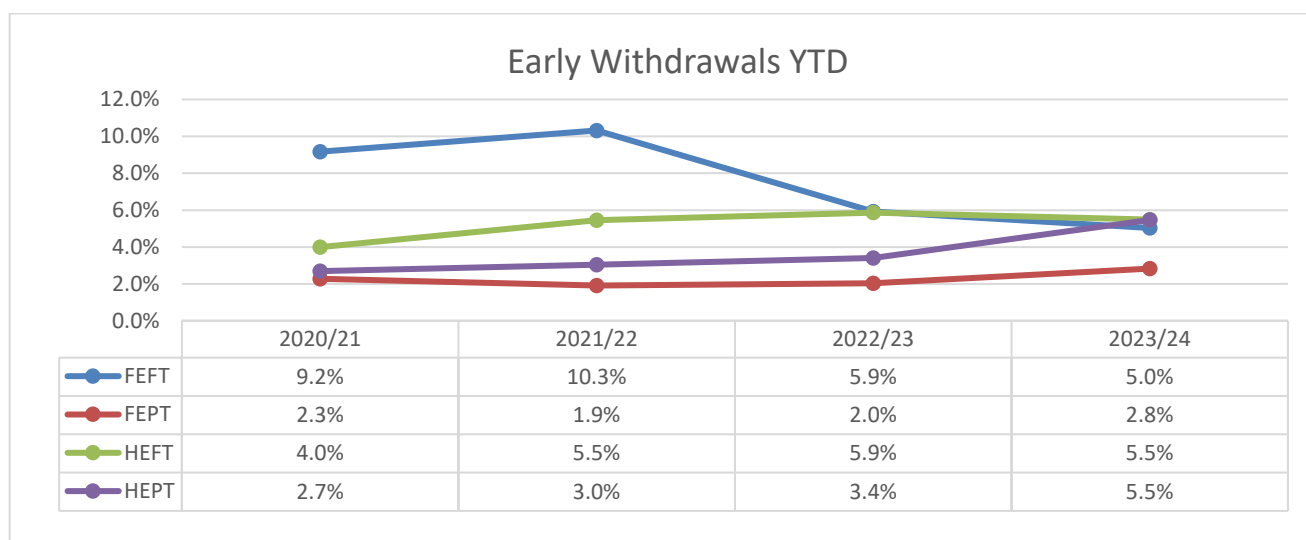
The success rates have increased for Full Time students in 2023/24. We have achieved our target of 71% for FE Full time students.

Main Body of Information

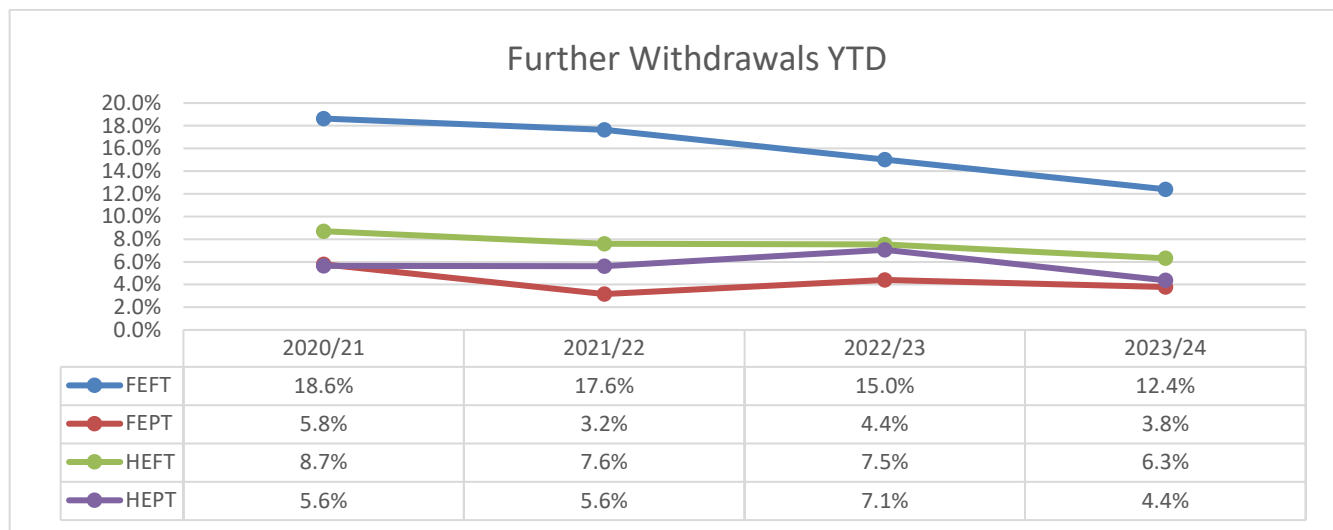
Student Outcomes

Withdrawals

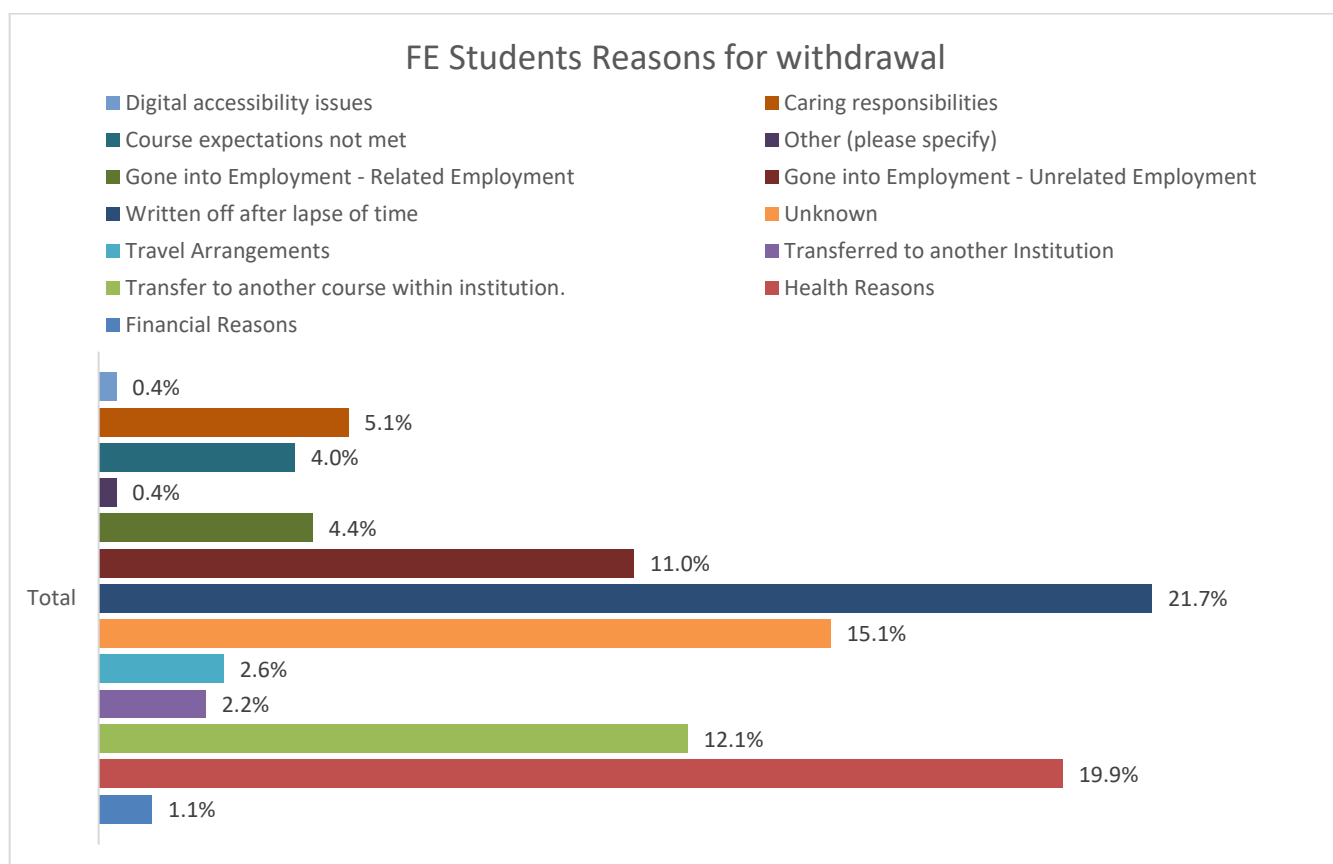
Early withdrawals have decreased for both FE and HE full time students as compared to 2022/23. There has been an increase in early withdrawals for Part Time students.



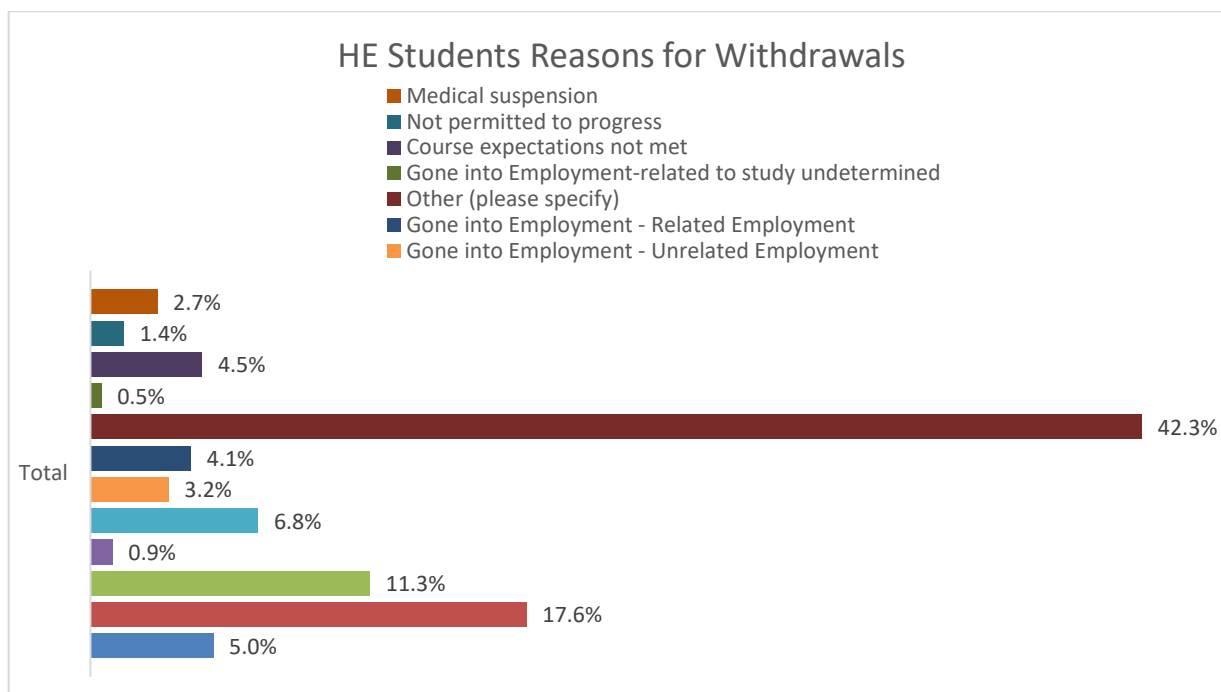
Further withdrawals have decreased across both FE and HE students as compared to 2022/23.



The following charts below shows the reasons students have withdrawn in 2023/24. “Written off after lapse of time” is the most common reason for withdrawal for FE students, followed by “Health Reasons”.



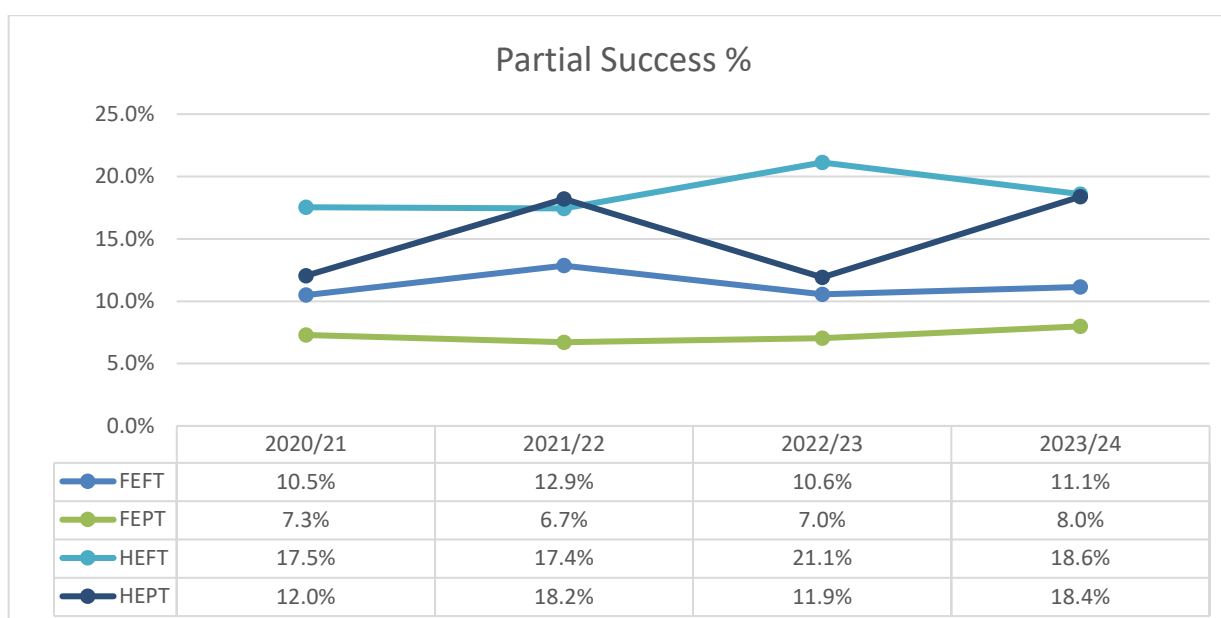
For HE students the main reason for withdrawal is “Other”, followed by “Health Reasons”.



The following charts show Student Outcomes. These are indicative for 2023/24 following the final FES submission to the SFC and some outcomes are yet to be determined for HE students.

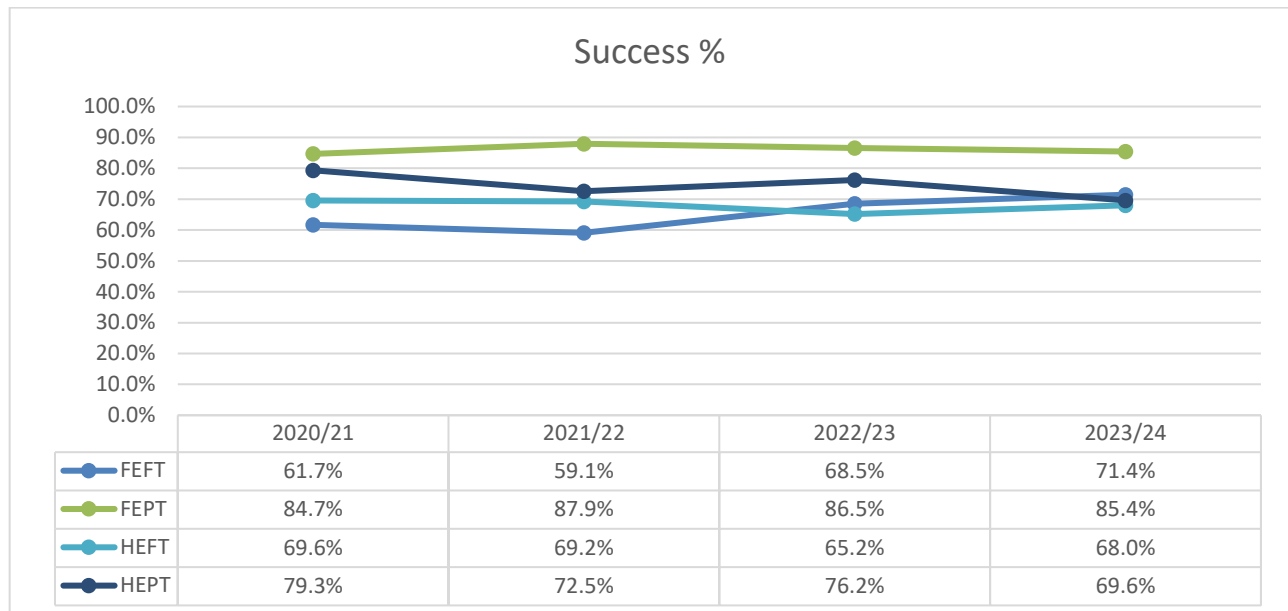
Partial Success (reached the end of the course but not achieved the qualification)

The partial success rates have increased for FE full-time and part-time students and for HE part-time students in 2023/24. As further outcomes are entered for HE students this will change.



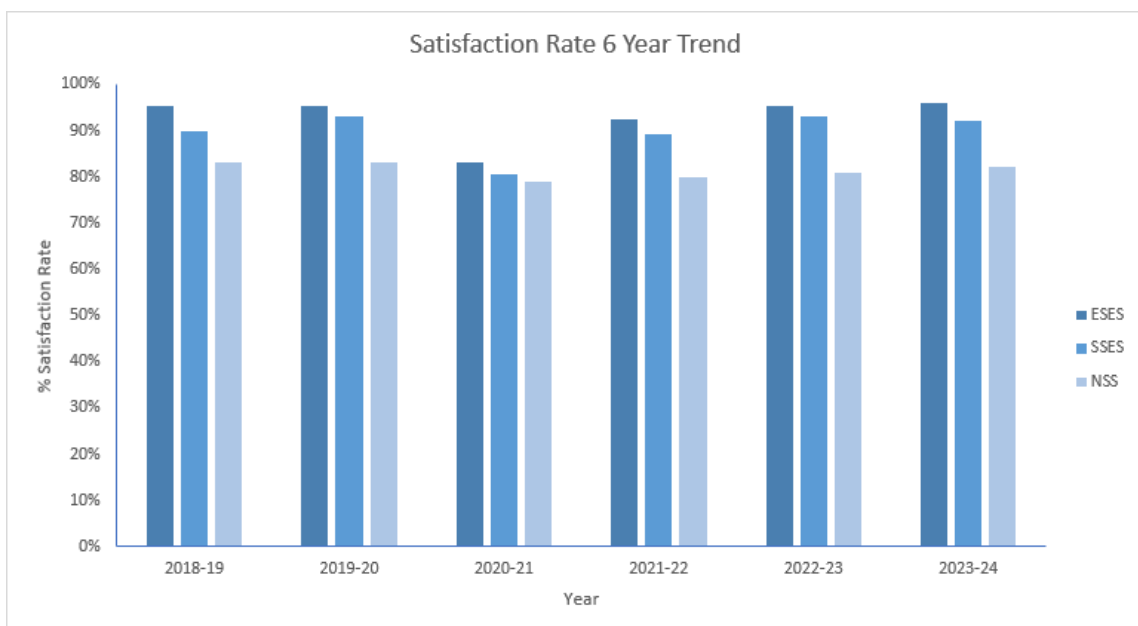
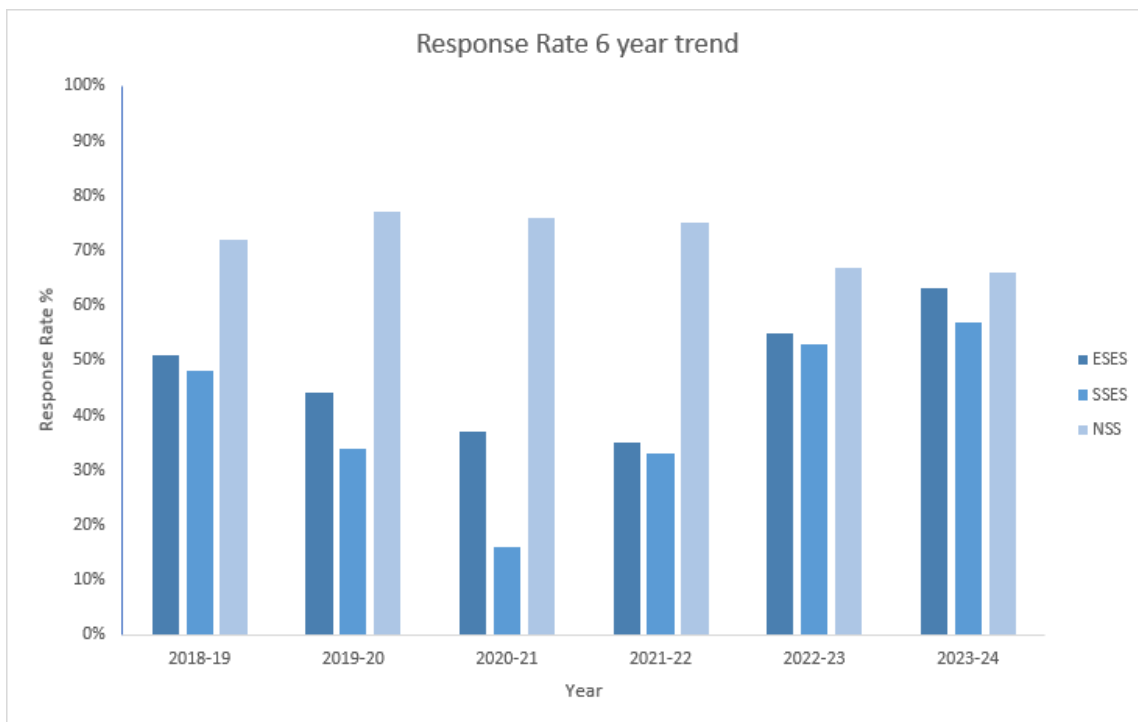
Success

The success rates have increased for Full Time students in 2023/24, we have achieved our target of 71% for FE Full time students. As further outcomes are entered for HE students this will change.



Student Satisfaction 2023/24

UHI Inverness engages annually in three key surveys covering FE and HE provision, including apprenticeships. UHI Inverness oversee and runs the *Early Student Experience Survey (ESES)* and the *Student Satisfaction and Engagement Survey (SSES)* which includes only Inverness enrolled students and Executive Office oversee the *National Student Satisfaction Survey (NSS)* which is for all final year HN and degree students across the partnership.



Response rates

There has been focus on improving the response rates in the ESES and the SSES since AY 22/23 through the innovative approach in working with a charity partner chosen by students. This has led to the highest response rates recorded for UHI Inverness in AY 23/24 and well beyond the SFC's target of 50%. Conversely, partnership wide response rates in the NSS, whilst being higher, have been on a downward trend. UHI Inverness response rate is +2% on the overall UHI response rate.

Satisfaction rates

Satisfaction rates remained high in AY 23/24 at 92% in the SSES, although were down 1% on the previous AY. Satisfaction rates were 82% in the NSS, an improvement of 1% in AY 23/24. This led to UHI being ranked 7th in the NSS rankings of Scottish Universities.

Stretch targets have been agreed for this AY for response and satisfaction rates in the key surveys:

Response Rate Targets:

ESES 60%; SSES 55%; NSS 66%

Overall Satisfaction Rate Targets:

ESES 96%; SSES 94%; NSS 83%

Postgraduate Students

The *Postgraduate Taught Experience Survey (PTES)* is an annual survey of all postgraduate taught programmes across the UHI partnership and is led by Executive Office. The UHI partnership did very well in this survey and achieved the highest satisfaction rate of any Scottish institution for the third consecutive year.

In addition, Postgraduate research student views are captured in the biennial *Postgraduate Research Experience Survey (PRES)*. The response rate in the last survey was 54% (UK response rate is 28%) and the satisfaction rate was 83%. This was up 9% on 2022 and is 1% above the Scottish sector satisfaction rate.

Disaggregating the Inverness data from the rest of the UHI data across these two surveys is challenging and an area for further discussion among Quality practitioners.

Target Setting 2024/25

From 2023/24, following consultation, the Scottish Funding Council will now exclude early withdrawals (students who leave before the funding cutoff date) from KPI calculations.

It is anticipated that UHI Inverness will not benefit from this change as our EWs have tended to be low.

The actual values for 2023/24 based on the current and new KPI calculations have been included in the tables below.

Initial Targets have been set for 2024/25 as shown in the tables below.

Data highlighted in green is above the 2022/23 sector benchmark, amber is below the sector benchmark and blue is subject to change following all outcomes being determined.

Outcomes for FE on recognised qualifications (full-time)

	Scotland			UHI Inverness		
Year	%Completed Successful	%Partial Success	% Withdrawal	%Completed Successful	%Partial Success	% Withdrawal
20-21	60.9%	11.7%	27.3%	59.9%	9.9%	30.1%
21-22	59.0%	11.7%	29.3%	58.0%	12.5%	29.5%
22-23 Target				66.0%	12.0%	22.0%
22-23 Actual	63.6%	11.1%	25.3%	68.5%	10.6%	20.9%
2023-24 Target				71.0%	11.0%	18.0%
2023-24 Actual	TBC			71.4%	11.2%	17.4%
2023-24 New KPI				75.2%	11.7%	13.1%
2024-25 Target				73.0%	10.0%	17.0%

Outcome Totals for FE on recognised qualifications (part-time)

Year	Scotland			UHI Inverness		
	%Completed Successful	%Partial Success	% Withdrawal	%Completed Successful	%Partial Success	% Withdrawal
20-21	76.2%	13.7%	10.1%	79.8%	9.1%	11.1%
21-22	76.3%	13.0%	10.7%	85.0%	8.4%	6.6%
22-23 Target				83.0%	9.0%	8.0%
22-23 Actual	77.3%	12.2%	10.6%	84.7%	6.7%	8.7%
2023-24 Target				87.0%	7.0%	6.0%
2023-24 Actual	TBC			85.4%	8.0%	6.6%
2023-24 New KPI				87.9%	8.2%	3.9%
2024-25 Target				87.0%	5.0%	8.0%

Outcomes for HE on recognised qualifications (full-time) HNC & HND

Data highlighted in blue is yet to be finalised.

Year	Scotland			UHI Inverness * not published		
	% Completed Successful	% Partial Success	% Withdrawal	% Completed Successful	% Partial Success	% Withdrawal
20-21	71.6%	10.9%	17.6%	55.7%	21.3%	23.0%
21-22	62.5%	13.9%	23.6%	58.8%	19.9%	21.3%
22-23 Target				72.0%	11.0%	17.0%
22-23 Actual	65.5%	14.0%	20.6%	60.6%	19.9%	19.5%
2023-24 Target				65.0%	15.0%	20.0%
2023-24 Actual	TBC			60.8%	17.8%	18.4%
2023-24 New KPI				66.7%	19.5%	10.5%
2024-25 Target				65.5%	14.0%	20.6%

Outcome Totals for HE on recognised qualifications (part-time) HNC & HND

Data highlighted in blue is yet to be finalised.

Year	Scotland			UHI Inverness *not published		
	% Completed Successful	% Partial Success	% Withdrawal	% Completed Successful	% Partial Success	% Withdrawal
20-21	80.9%	9.9%	9.2%	75.3%	13.1%	11.6%
21-22	78.8%	11.7%	9.5%	77.0%	13.2%	9.8%
22-23 Target				82.9%	8.5%	8.8%
22-23 Actual	78.6%	12.0%	9.4%	73.2%	13.8%	8.7%
2023-24 Target				79.0%	12.0%	9.0%
2023-24 Actual	TBC			76.7%	11.9%	10.0%
2023-24 New KPI				71.6%	17.5%	8.1%
2024-25 Target				78.6%	12.0%	9.4%

Outcomes by key group on courses lasting 160 hours or more

	UHI Inverness 22-23 Actual * FE Only published			UHI Inverness 23-24 Target				UHI Inverness 23-24 Actual			UHI Inverness 23-24 Actual (New PI Calculation)			UHI Inverness 24-25 Target		
	% Completed Successful	%Partial Success	% Withdrawal	ENR	% Completed Successful	%Partial Success	% Withdrawal	% Completed Successful	%Partial Success	% Withdrawal	% Completed Successful	%Partial Success	% Withdrawal	% Completed Successful	%Partial Success	% Withdrawal
10% Most deprived postcode areas	64.9%	11.9%	23.2%	102	65.0%	13.0%	22.0%	65.3%	14.9%	19.8%	70.2%	16.0%	13.8%	67.0%	13.5%	19.5%
20% Most deprived postcode areas	65.6%	11.7%	22.8%	123	66.0%	12.0%	22.0%	73.8%	13.1%	13.1%	75.0%	13.3%	11.7%	75.0%	12.0%	13.0%
Ethnic minority	63.4%	19.4%	17.2%	59	69.0%	14.0%	17.0%	67.8%	6.8%	25.4%	76.9%	7.7%	15.4%	69.0%	7.0%	24.0%
Disability	67.5%	11.6%	20.9%	937	68.0%	11.0%	21.0%	67.4%	14.2%	18.4%	72.2%	15.2%	12.6%	69.0%	13.0%	18.0%
Care Experienced	60.6%	9.6%	29.8%	120	62.0%	15.0%	23.0%	61.7%	15.8%	22.5%	68.5%	17.6%	13.9%	61.7%	15.8%	22.5%

Sector Benchmarks 2022/23

	Scotland *Includes HN 22-23 published		
	% Completed Successful	% Partial Success	% Withdrawal
10% Most deprived postcode areas	62.6%	13.5%	23.9%
20% Most deprived postcode areas	63.6%	13.5%	22.9%
Ethnic minority	67.4%	14.9%	17.8%
Disability	64.1%	14.2%	21.7%
Care Experienced	55.4%	17.0%	27.6%

Subject/Title:	Student Activity 2023/24 and Recruitment 2024/25
Author: [Name and Job title]	Jane MacLennan, Information Systems Manager
Meeting:	Board of Management
Meeting Date:	01 October 2024
Date Paper prepared:	23 rd September 2024
Brief Summary of the paper:	To provide the Board with the final student enrolments for 2023/24, and the status of current recruitment for 2024/25.
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

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

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

Student Activity 2023/24 and Recruitment 2024/25

Executive summary

The report provides a summary of the final student enrolments for 2023/24 and the status of current recruitment for 2023/24.

The original 2023/24 FE Credits target for UHI Inverness of 26,657 was rebased to 26,442. The credits audit is complete, the outturn is 26,523 which is just over 100% of target.

The UHI Academic Partnership target for HE undergraduate students was not achieved. The 2023/24 target for Undergraduate students who are fundable was 1,418 fte, our delivery is estimated at 1,259 fte which is 88.8% of the target.

Early withdrawals decreased for FE and HE full-time students in 2023/24, but increased for part-time students. Further withdrawals have reduced for both FE and HE full-time and part-time students.

Enrolment for 2024/25 is ongoing for FE and HE students. The majority of full-time students have enrolled, and is ongoing for part-time students and apprentices.

Main body of information

Student enrolments against targets 2023/24

- **FE**

The core credit target for 2022/23 was 29,882 this includes both core learning of 29,511 and 371 credits to be generated from Foundation Apprentices. SFC have rebased the Regional Strategic body credit targets for 2021/22 and 2022/23, these have been included in the table below.

Credit Target			Actual Credits		% of Target	
	Original	Rebased			Original	Rebased
2020/21	29,439		01/07/2021	23,687	80.5%	
2021/22	30,677	32,009	01/07/2022	28,653	93.4%	89.5%
2022/23	29,882	29,620	25/09/2023	30,595	102.4%	103.3%
2023/24	26,657	26,442	23/09/2024	26,523	99.5%	100.3%
2024/25	26,442		23/09/2024	19,730	74.6%	

The target for 2024/25 is 26,442, currently we have achieved 74.6% of target, compared to 25th September 2023, where we had generated 19,194 credits which was 72% of target.

- **HE**

The 2023/24 APC target for Undergraduate students who are fundable was 1,418 fte.

The table below shows the estimated HE FTE based on current enrolments, and against targets set by APC. The estimates are made using information from the student record system and historical values of FTE based on mode of attendance.

APC FTE Target Fundable Students		Estimated FTE		% of Target
2020/21	1,491	20/08/2021	1,598	107.2%
2021/22	1,556	31/08/2022	1,370	88.0%
2022/23	1,441	31/08/2023	1,290	89.5%
2023/24	1,321	25/09/2024	1,259	95.3%
2023/24 Revised	1,418	25/09/2024	1,259	88.8%
2024/25 (Budgeted target)	1,394	25/09/2024	1,309	93.9%

2024/25 Recruitment

Enrolment is ongoing for FE and HE students. The majority of FE full time students have enrolled, Modern Apprentices and other part time students will continue to enrol throughout the academic year.

COLLEGE TARGET 2024/25	TARGETS			Actual Enrolments 2024/25	Current Actual Credits 2024/25
FE	Enrolment Target	Enrolments achieving 25% Date Target	Credit Target		
Art Drama & Humanities	160	147	1,575	127	1,294
Childcare	236	213	945	92	668
Health & Social Care	256	234	1,503	117	1,450
Sport & Psychology	155	140	1,284	87	949
Business & Hospitality	143	131	1,325	93	985
Hair Beauty & ESOL	412	387	4,806	332	4,248
Construction Craft	459	459	4,823	296	1,450
Construction Technology & Plumbing	308	277	3,024	130	631
Education & Supported Education	270	245	1,414	145	893
Science Maths & Computing	1062	962	2,212	282	2,613
Engineering Craft	298	272	3,053	204	3,020
Engineering Technology	168	151	1,602	66	1,097
Forestry	103	95	828	51	434
TOTAL	4,030	3,712	28395	2,023	19,730

ITEM 10.

COLLEGE TARGET 2024/25	TARGETS				
Scottish/EU Undergraduate	Enrolment Target	Enrolments achieving 25% Date Target	FTE Target	Actual Enrolments 2024/25	Current Estimated FTE 2024/25
Art Drama & Humanities	387	348	327	314	290.1
Childcare	173	155	118	203	155.6
Health & Social Care	170	148.1	99.5	105	78.9
Sport & Psychology	185	165.6	162.0	168	162.7
Business & Hospitality	202	183.9	153.8	206	172
Hair Beauty & ESOL	48	44.4	29.3	23	19.7
Construction Craft	15	13.5	6.8	0	0
Construction Technology & Plumbing	138	126	126.0	131	129.2
Education & Supported Education	120	108	3.2	10	9.4
Science Maths & Computing	208	187.2	133.3	163	149.5
Engineering Technology	105	94.5	65.3	108	75.3
Forestry	92	82.8	71.1	84	67.4
TOTAL	1,843	1,657	1,295	1,515	1,309.8

Jane MacLennan
Information Systems Manager

CHI | INVERNESS

Subject/Title:	Governance Update
Author: [Name and Job title]	Ludka Orlowska-Kowal Governance Officer
Meeting:	Board of Management
Meeting Date:	10 October 2024
Date Paper prepared:	24 September 2024
Brief Summary of the paper:	This paper provides the Board of Management with an update on all governance matters.
Action requested: [Approval, recommendation, discussion, noting]	Discussion and Noting.
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	Governance Compliance
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	N/A		
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.			
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Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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Chair Recruitment

As confirmed by RSB the interviews will take place on 30th September. The Chair of Audit Committee has been selected to sit on the interview panel.

Board Recruitment

We are currently recruiting for 2 new non-executive and 2 co-opted Board members. Shortlisting meeting will take place on Wednesday 25th September with successful candidates being invited for interviews on the 7th and 8th October.

HR Committee

In respect of the HR Committee, and membership currently sitting at 5, I would encourage members who are currently only sitting on one Committee to consider joining the HR Committee to ensure that we meet the membership numbers laid out in our Terms of Reference.

Code of Good Governance Review & Board Evaluations

This year's review and evaluation process has been extended till end of October due to low participation numbers. Emails will be sent out asap to offer additional times and dates and Board members are being encouraged to take up this opportunity for feedback and development purposes. Full report will be presented to the Board on 17th December 2024.

Trade Union Nominees on Boards

Email communication has been received from UNISON Scotland Further Education Branch to inform the Board that no representatives have come forward to seek nomination at this time at UHI Inverness.

To date no communication has been received from GMB and EIS in regard to their Board representatives.

College Staff Emails & Communications

All work/private email addresses have now been removed from any Board/Committees related meetings. It was brought to my attention that this was a breach of confidentiality and could cause issues for 3rd party organisations under Data Protection Law.

I have spoken to ICT, mentioning IT issues some of you have had over the last year in order to access emails and papers from your college staff account.

ICT has come back with two options:

- <https://outlook.com/uhi.ac.uk> - will ask for your IN number, given to you in your appointment letter. If you would like me to check and send you your individual IN number, please send me a direct email.
- <https://myday.uhi.ac.uk/> - then you go to staff home and click on email.

I have also discussed this issue with the Information Development Manager. She agreed that keeping the Board up to date when it comes to meetings and information being shared, sometimes at a very short notice, is crucial and should be addressed. I have since spoken to the ICT Manager and received a work mobile phone. Communication will be sent out to all Board members to ask their permission for a private WhatsApp group to be created and only being used as a one-way communication channel to send out meeting reminders or alert Members to important info sent to their staff email accounts. All Members will still be expected to communicate via email with the Governance Officer.