University of the Highlands and Islands
Inverness College

Board of Management

Meeting	Board of Management
Date and time	Tuesday 30 June 2020 at 4.00 p.m.
Location	VC – Skype for Business

Board Secretary
23 June 2020

AGENDA

PRESENTATION – Barbara Nelson, Education Scotland – Progress Visit Report (20 Minutes)

Welcome and Apologies – New Student Members

Declarations of Interest

ITEMS FOR DECISION

1. MINUTES
Meeting of the Board of Management – 30 April 2020

2. OUTSTANDING ACTIONS
Action List

3. GOVERNANCE MATTERS FOR BOARD APPROVAL (05)
- **a)** Approval for Appointment to Board of Management
- **b)** Meeting Calendar 2020/21

4. (R) POLICIES FOR DECISION
- **a)** Data Protection Policy
- **b)** Secure Handling, Use, Storage and Retention of Disclosure Information Policy
- **c)** Food Safety & Allergen Management Policy
- **d)** Sustainable Procurement Policy
- **e)** Student Support Funds Policy
- **f)** FE Fee Waiver Policy
- **g)** Safeguarding Policy
- **h)** PVG Policy
- **i)** FE Guidance Policy

5. (R) AUDIT COMMITTEE MATTERS FOR BOARD APPROVAL - CONFIDENTIAL

Extension to BDO Contract – Report by Director of Finance

6. (R) FINANCE AND GENERAL PURPOSES COMMITTEE MATTERS FOR BOARD APPROVAL

a. REVENUE BUDGET 2020/21

b. CAPITAL EXPENDITURE PLAN – 2020/21

ITEMS FOR DISCUSSION

7. ANNUAL EVALUATION EXERCISE - BOARD CHAIR
Report by Board Secretary

8. FINANCIAL RECOVERY PLAN UPDATE (CONFIDENTIAL)
Report by Principal

9. REPORT ON STUDENT NUMBERS
Report by Depute Principal - Planning and Student Experience

10. PRINCIPAL'S REPORT (CONFIDENTIAL)
Report by Principal

11. PROPOSED FEES 2020-21
Report by Director of Finance ***- To Follow***

12. RISK REGISTER ANNUAL REVIEW - CONFIDENTIAL
Report by Principal

13. DRAFT MINUTES OF MEETINGS OF BOARD COMMITTEES (5)(CONFIDENTIAL)
a) Chairs Committee – 28 May 2020
b) Longman Disposal Committee – 28 April 2020
c) Longman Disposal Committee – 27 May 2020
d) New Campus Committee – 27 May 2020

14. ESTATES UPDATE
Verbal Update by Depute Principal – Academic Development

ITEMS FOR NOTING

15. PARTNERSHIP CONSOLIDATION
Verbal Update by Chair

16. CONTRACT VARIATION – MONTAGU EVANS
Letter re additional marketing advice – Longman Site

17. MINISTERIAL LETTERS OF GUIDANCE
a. Interim Letter of Guidance to SFC
b. Letter to SFC – Review of Coherent Provision and Sustainability

18. AOCB

19. DATE AND TIME OF NEXT MEETING

……October 2020 at 4.30 p.m.

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

University of the Highlands and Islands
Inverness College

Board of Management

MINUTES of the MEETING of the BOARD OF MANAGEMENT held online via Webex, on Thursday 30 April 2020

PRESENT:	Hazel Allan, Sarah Burton, Robyn Kennedy, Innis Montgomery, Chris O'Neil, Gavin Ross, John Wilson, Kelly Mackenzie, George Gunn, Vivienne Mackie, Leanne MacKenzie, Gillian Galloway, Samantha Cribb, Andy Gray, Sally Blyth, Donald MacKenzie, Fiona Neilson
CHAIR:	Sarah Burton
APOLOGIES:	Jaci Douglas, Tina Stones, Tom Speirs, Roddy Ferrier
IN ATTENDANCE:	Depute Principal Planning and Student Experience Depute Principal Academic Development Interim Director of Finance Director of Organisational Development Director of External Relations Director of Student Experience Director of Curriculum Director of Research and Innovation Board Secretary

Declarations of Interest – there were no declarations of interest.

1. MINUTES

- Minutes of the Board of Management Meeting held on 20 February 2020

The Minutes of the Meeting held on 20 February 2020 were not yet available. These will be kept on the outstanding actions list until they are presented for approval.

- Notes of the Extraordinary Board of Management Meeting held on 12 March 2020

It was noted that Jaci Douglas had left during the Extraordinary Board of Management Meeting but that this had not been acknowledged within the notes. Pending this update the Notes of the Extraordinary Board of Management Meeting held on 12 March 2020 were **AGREED** as a correct record and were **APPROVED.**

2. OUTSTANDING ACTIONS

The Board of Management **AGREED** which actions had been completed and could be signed off. Those which are still outstanding will remain on the list.

3. GOVERNANCE MATTERS FOR BOARD APPROVAL

Meeting Calendar 2020-21

The Board Secretary advised that the annual schedule for all Board and Committee meetings for 2020-21 has been drafted and that this schedule mirrors those from previous years with two amendments; that the Chairs and PR&R Committee meetings will now be held monthly in line with the governance of the Financial Recovery Plan and that the November and December meetings have been brought forward by two weeks. It was asked whether this was in line with the timetable of the EO and the Interim Director of Finance advised that she would confirm this out with the meeting. It was noted that if the draft schedule was not within the EO timetable, the Board Secretary will make the necessary updates to the calendar. The Board **APPROVED** the schedule subject to the above provisions.

Governance of Financial Recovery Plan - CONFIDENTIAL

The Chair advised that there were no significant changes to the Committees in relation to the governance of the Financial Recovery Plan however there were some modifications which need to be factored into each Committee especially the shift to monthly Chairs Committee meetings to ensure the monitoring of the Financial Recovery Plan. The Vice-Chair highlighted that the PR&R Committee should be included within this governance plan and it was **NOTED** that the plan will be updated accordingly.

It was asked whether there should be student representation on the Chairs Committee and it was **NOTED** that the Chair would discuss this with our student members out with the meeting after she has had time to review the terms of reference.

Following discussion, it was agreed that the governance of the Financial Recovery Plan was **APPROVED** – pending the addition of the PR&R to the plan.

4. FINANCIAL RECOVERY PLAN - CONFIDENTIAL

4a. Discussion and Agreement of Conditions Associated with Approval of the Financial Recovery Plan

The Chair highlighted the need to ratify the Financial Recovery Plan following earlier approval through a written process under section 2.7 of our standing orders.

The Principal took the Board of Management through the Financial Recovery Plan.

The Chair advised that item 4b on the agenda – ratification of the Financial Recovery Plan was an artefact from a previous agenda setting and that the Recovery Plan was to be ratified under item 4a.

The Financial Recovery Plan was **RATIFIED** with two objections:

George Gunn **OBJECTED** and advised that he was not convinced by the Financial Recovery Plan, he felt there were other options to consider, that relevant details were not provided and that he had not been given sufficient enough time to review all papers.

Vivienne Mackie **OBJECTED** and advised that she was not convinced by the Financial Recovery Plan, she felt there were other options to consider, that relevant details were not provided and that she had not been given sufficient enough time to review all papers.

4c. Ratifying the Voluntary Severance Scheme

The Director of Organisational Development presented this paper following which there was a discussion

Following discussion the Voluntary Severance Scheme was **RATIFIED** with two objections.

George Gunn **OBJECTED** as he feels that the paper did not go far enough in exploring shared services, that he feels there will be political ramifications in carrying out a Voluntary Severance Scheme which does not include SMT and that we have had no sight of any statement which will be made to staff in the light of this ratification of the scheme.

Vivienne Mackie **OBJECTED** on the grounds that more shared services should be explored first, that she feels that there may be a political kickback in relation to staff cuts and that there has been no restructure of the SMT especially given our current financial position.

The Principal confirmed that the SMT structure will be reviewed by PR&R as part of our approved financial recovery plan.

4d. F&GP Recommendations in respect of Sports Pitch

The Chair of the F&GP Committee advised that at the meeting held on 23rd April 2020 the Committee discussed the pros and cons of the Sports Pitch.

It was **AGREED** that a **DECISION** on Phase 1 of the Sports Pitch will be postponed until the October Board of Management Meeting.

4e. Report on Changes to Finance Team and Finance Director

The Director of Organisational Development took the Board through the background of a proposal for a shared finance team with NHCUHI.

The changes to the Finance Team and Finance Director were **APPROVED**.

Hazel Allen left the meeting at this point.

5. POLICIES FOR DECISION

5a. Equality, Diversity and Inclusivity Policy

The Equality, Diversity and Inclusivity Policy was **APPROVED.**

5b. Health, Safety and Wellbeing Policy Review

Following recommendation from the Audit Committee the Health, Safety and Wellbeing Policy was **APPROVED.**

5c. Maternity and Parenting Leave Policy

Following recommendation from the Health and Safety Committee the Maternity and Parenting Leave Policy was **APPROVED.**

5d. Relocation and Removal Scheme Policy Update

The Relocation and Removal Scheme Policy was **APPROVED**

Sally Blyth left the meeting at this point.

6. PRINCIPALS UPDATE

The Principal highlighted areas within his report that had not already been touched on within the meeting:

- Applications for furloughing staff is progressing.
- FE Credits will not be impacted/penalised due to Covid 19.
- ESIF Credits will likely be lost. The Principal is liaising with Karen Watt, SFC to see whether they will be flexible due to the mitigating circumstances.
- Further integration of online services in line with Phase 2 of our Financial Recovery Plan.

The Board **NOTED** the report.

Gillian Galloway left the meeting at this point.

7. LEASE OF CAR PARK

The Director of Organisational Development advised that we had been approached by the UK Government to use car park 3 as part of their Covid Testing Centre. As we rent the car park from GTFM this has involved sub leases and sub-sub-leases. We have been able to negotiate a reduction in notice to be given from 20 days to 12 days upon us requiring use of the car park again. The Director of Organisational Development advised that the

lease is still being finalised. A copy of this will be circulated to all once it is available. It was **AGREED** that the lease, when available, can be signed.

8. DRAFT MINUTES OF MEETING

Innis Montgomery recommended that all agendas now monitor the Financial Recovery Plan action points within them

The board **NOTED** the minutes of the committee meetings as follows:

a) Chairs – 5 March 2020
b) Audit – 10 March 2020
c) Human Resources– 12 March 2020
d) Learning, Teaching and Research – 17 March 2020
e) Longman Disposal Project – 24 March 2020
f) New Campus Project – 26 February 2020
g) New Campus Project – 24 March 2020
h) PRR – 5 March 2020
i) Finance & General Purposes – 23 April 2020
j) New Campus Project – 28 April 2020

9. ESTATES UPDATE

Confidential discussions took place.

John Wilson left the meeting at this point.

10. Proposed Fees 2020/21

The Interim Director of Finance advised that she had hoped to take the proposed fees to the F&GP Committee meeting held last week. Following consultation with the Finance Director at North Highland College she was content with the proposed fees. The Board **NOTED** that these will be taken to the next F&GP meeting for further discussion and brought to the June Board of Management meeting for final approval.

11. OSCR Annual Return

The Chair advised that the OSCR Return for 18/19 had been submitted today. This was **NOTED** by the committee. A forward action to begin drafting the return in March 2021 will be noted within the Outstanding Actions.

12. DATE AND TIME OF NEXT MEETING

Tuesday 25th June 2020 at 3.30 p.m.

The Chair gave her thanks to everyone for their useful and rigorous review of all items for decision today.

The meeting closed at 7.55 p.m.

ITEM 02

Board of Management – List of Outstanding Actions

21 March 2019				
GDPR	3 New Members of the Board of Management, 1 Existing Member of the Board of Management and New Board Secretary to complete online training session.	Board Secretary	June 2020	**Ongoing**
30 April 2020				
Minutes	Minutes of the Board of Management Meeting held on 20th February 2020 to be approved.	Board Secretary	Immediately once College is open	
Meeting Calendar 2020-21	The Interim Director of Finance to confirm whether the proposed meeting calendar for 2020-21 is in line with the EO timetable. If not the Board Secretary will make the necessary amendments to the calendar.	Interim Director of Finance & Board Secretary	May 2020	Dates confirmed with EO – to be brought back for approval in June 2020 meeting.
Governance of Financial Recovery Plan	This paper to be updated to include the PR&R Committee. The Chair to discuss representation on the Chairs Committee with the HISA representatives.	Chair of BOM	May 2020	
Ratification of Financial Recovery Plan	Confirmation of how much is available in the ALF and the terms and conditions for applying to be clarified and taken to the Chairs Committee. Further investigation into the restricted funds relating to 2014-15 to be undertaken	Interim Director of Finance	May 2020 June 2020	Paper to come to Chairs meeting on 25th June prior to June 2020 meeting.
Sports Pitch	This funding of the Sports Pitch to be taken to the October Meeting for decision	Board Secretary	October 2020	
OSCR Return	The OSCR return for 19/20 to be drafted in March 2021	Board Secretary	March 2021	

ITEM 3a

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Governance Update
Author: [Name and Job title]	Lisa Ross, Board Secretary
Meeting:	Board of Management
Meeting Date:	30 June 2020
Date Paper prepared:	23 June 2020
Brief Summary of the paper:	a. Appointment of new Board of Management member b. Appointment of F&GP Committee Chair c. Appointment of Vice Chair to HR Committee
Action requested: [Approval, recommendation, discussion, noting]	Approval
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	• Compliance. • Governance.
Resource implications:	None **If yes, please specify**:
Risk implications:	None **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	None **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	

ITEM 3a

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

A. Appointment of new Board of Management Member

Following the departure of two Board Members at the end of May 2020 it was decided to offer a full Board Member role to Donald MacKenzie, an existing Co-opted Board Member. This has been approved by UHI Court and the Board are being asked to formally **ratify** the appointment.

B. F&GP Committee Chair

As the Chair of the F&GP Committee was one of the Board Members who departed there is a need to fill this role. The Chair of the Board of Management has had discussion with Donald MacKenzie who has agreed to take on the role, subject to Board approval.

The Board is asked to **approve** this recommendation.

C. HR Committee Vice Chair

All Chairs of the Committees were requested to speak to existing members on their Committees to ensure that each Committee had a Vice-Chair in place. Following this the Chair of the HR Committee has had a discussion with John Wilson who has agreed to take on the role of Vice Chair of the HR Committee.

The Board is asked to **approve** this recommendation.

ITEM 3B

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Schedule of Board and Committee meetings 2020-21
Author: [Name and Job title]	Lisa Ross, Board Secretary
Meeting:	Board of Management
Meeting Date:	30 June 2020
Date Paper prepared:	23 June 2020
Brief Summary of the paper:	The draft Schedule of Board and Committee meetings was taken to the April Board of Management for approval. Since then it has been confirmed that our schedule is in line with EO timescales for receipt of annual accounts. However the schedule has again been amended to ensure that there are no clashes with the schedule for North Highland College to allow the Shared Finance Director to attend meetings with both Colleges. Members are asked to consider the dates, days and times of meetings. If any member would like to request a change(s) to the proposed schedule, they are asked to advise the Board Secretary in advance of the meeting.
Action requested: [Approval, recommendation, discussion, noting]	The Board is asked to approve the schedule of board and committee meetings for 2020-21
Link to Strategy: Please highlight how the paper links to, or assists with:**:** • compliance • partnership services • risk management • strategic plan • new opportunity/change	Compliance – Inverness College Standing Orders
Resource implications:	Yes / **No** **If yes, please specify**:
Risk implications:	**Yes** / No **If yes, please specify:** Operational: Organisational: Potential governance failure if meetings not held.
Equality and Diversity implications:	Yes/**No** **If yes, please specify:**
Consultation:	

[staff, students, UHI & Partners, External] and provide detail	
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

ITEM 3B

INVERNESS COLLEGE UHI - BOARD OF MANAGEMENT MEETINGS - 2020/2021 SCHEDULE

	Aug-20		September		October		November		December		Jan-21		February		March		April		May		June			July
Sun							1																	
Mon	3						2						1		1									
Tue	4		1				3		1	BOM			2		2						1	Audit		
Wed	5		2				4		2				3		3						2			
Thu	6		3		1	F&GP	5	Chairs etc	3	Chairs etc			4	Chairs etc	4	Chairs etc	1	BOM			3	Chairs	1	Chairs etc
Fri	7		4		2		6		4		1		5		5		2				4		2	
Sat	8		5		3		7		5		2		6		6		3		1		5		3	
Sun	9		6		4		8		6		3		7		7		4		2		6		4	
Mon	10		7		5		9		7		4		8		8		5		3		7		5	
Tue	11		8		6	BOM	10	Audit	8		5		9		9	Audit	6		4		8	L,T&R	6	
Wed	12		9		7		11		9		6		10		10		7		5		9		7	
Thu	13		10	Chairs etc	8	Chairs	12	Human Re	10		7	Chairs etc	11		11	Human Re	8	Chairs	6	Chairs etc	10	F&GP	8	
Fri	14		11		9		13		11		8		12		12		9		7		11		9	
Sat	15		12		10		14		12		9		13		13		10		8		12		10	
Sun	16		13		11		15		13		10		14		14		11		9		13		11	
Mon	17		14		12		16		14		11		15		15		12		10		14		12	
Tue	18		15	Audit	13		17	L,T&R	15		12		16		16	L,T&R	13		11		15		13	
Wed	19		16		14		18		16		13		17		17		14		12		16		14	
Thu	20		17	Human Reso	15		19	Joint Audit & F&GP - then F&GP	17		14		18	BOM	18	F&GP	15		13		17		15	
Fri	21		18		16		20		18		15		19		19		16		14		18		16	
Sat	22		19		17		21		19		16		20		20		17		15		19		17	
Sun	23		20		18		22		20		17		21		21		18		16		20		18	
Mon	24		21		19		23		21		18		22		22		19		17		21		19	
Tue	25		22	L,T&R	20		24		22		19		23		23		20		18		22		20	
Wed	26		23		21		25		23		20		24		24		21		19		23		21	
Thu	27		24		22		26		24		21		25		25		22		20		24		22	
Fri	28		25		23		27		25		22		26		26		23		21		25		23	
Sat	29		26		24		28		26		23		27		27		24		22		26		24	
Sun	30		27		25		29		27		24		28		28		25		23		27		25	
Mon	31		28		26		30		28		25				29		26		24		28		26	
Tue			29		27				29		26				30		27		25		29	BOM	27	
Wed			30		28				30		27				31		28		26		30		28	
Thu					29				31		28	Board Away Day					29		27	Human Resources			29	
Fri					30						29						30		28				30	
Sat					31						30								29				31	
																			30					

College Closed

Chairs etc — Chairs, S&N + PR&R - Thursday 08.30 a.m.

Audit — Tuesday @ 8.30 a.m.

Human Resources — Thursday @ 8.30 a.m.

ITEM 3B

Learning, Teaching & Research	Tuesday @ 4.30 p.m.
Finance & General Purposes	Thursday @ 9.00 a.m. - October, March and June meetings
	Thursday 19 November @ 11.00 a.m.
Joint Audit/F&GP	Thursday 19 November @ 09.00 a.m.
Board of Management	Thursday @ 4.30 p.m. February and March meetings
(incuding Briefing session)	Tuesday @ 4.30 p.m. October, December and June meetings
Board Away Day	Full Day - Thursday 28th January 2020

ITEM 04a

a University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Data Protection Policy
Author: [Name and Job title]	Suzanne Stewart, Information Development Manager
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	20th May 2020
Brief Summary of the paper:	To inform the Board of Management of the revised Date Protection Policy The data protection policy had to be revised to include a reference to individual's information rights
Action requested: [Approval, recommendation, discussion, noting]	Board of Management are asked to consider the revised Data Protection Policy and approve for publication.
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	~~Yes~~ / No **If yes, please specify**:
Risk implications:	~~Yes~~ / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	
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

ITEM 04a

University of the Highlands and Islands Inverness College

DATA PROTECTION POLICY

PL/GO/2017/001

Lead Officer	Director of Organisational Development and Performance
Review Officer	Information Development Manager
Date first approved by BoM	27 November 2009
First Review Date	25 May 2010
Date review approved by BoM	19 September 2017
Next Review Date	May ~~2018~~ 2021
Equality impact assessment	Yes
Further information (where relevant)	Policy has been updated to include the responsibilities of various parties (feedback from recent data protection audit)

Reviewer	Date	Review Action/Impact
Information Development Manager	27.11.09	Amendments approved by BoM Audit Committee
Information Development Manager	25.05.10	Review approved by BoM Audit Committee
Information Development Manager	24.11.15	Review Approved by BoM Audit Committee
Information Development Manager	19.09.17	Review Approved by BoM Audit Committee

DRAFT

ITEM 04a

1. Policy Statement

Inverness College is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the college's business.

The college collects and uses information (data) about its staff, students and other individuals and bodies that it has contact with and aims to follow the 6 principles outlined within the UK Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

2. The Data Protection Principles

Personal data shall be:

a) Processed lawfully, fairly and in a transparent manner in relation to the data subject

b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89 (1), not be considered to be incompatible with the initial purposes;

c) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

d) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purpose in accordance with Article 89 (1) subject to implementation of the appropriate technical and organisational measures required by the Regulation in order to safeguard the rights and freedoms of the data subject;

f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

DRAFT

3. Legislative framework/related policies/documents

3.1. Legislative framework includes:
3.2. EU General Data Protection Regulation 2016/679
3.3. UK Data Protection Act 2018
3.4. Freedom of Information (Scotland) Act 2002
3.5. Public Records Scotland Act 2011
3.6. Related policies, procedures and documents include:
3.7. Inverness College Freedom of Information Policy
3.8. Inverness College Public Interest Disclosure (Whistle Blowing) Policy
3.9. Information Security Policy
3.10. Information Security Incident Management Procedure
3.11. IC University Partnership IS Acceptable Use Policy
3.12. Records Management Policy (including the college Records Retention Schedule)
3.13. Business Continuity Policy
3.14. Staff Recruitment & Selection Policy
3.15. Protecting Vulnerable Groups (PVG) Scheme procedure for New & Existing Staff Procedure
3.16. Protecting Vulnerable Groups (PVG) Admissions & Student Funding Team Procedure
3.17. Secure Handling, Use, Storage and Retention of Disclosure Information Procedure
3.17. DP Guidelines for Staff

4. Scope

4.1. Information/data is legitimately gathered and processed for a variety of reasons including the recruitment and payment of staff; the recruitment of students; the organisation and administration of courses and programmes; student prize giving and graduation ceremonies; the monitoring of health and safety arrangements; the monitoring of equality; diversity and inclusion strands (i.e. age, disability, gender, sexual orientation, race, ethnicity and religion) particularly in respect of student admissions/staff recruitment and the monitoring of performance; achievement and assessment and compliance with statutory obligations; Government agencies and other relevant bodies.

4.2. The college is registered as a data controller with the Information Commissioner's Office and endeavors at all times to maintain data in secure conditions. A general outline of the personal data Inverness College processes has been notified to the Information Commissioner and can be viewed via the ICO register at www.ico.org.uk under registration number Z7631145.

DRAFT

4.3. This Policy should be read in conjunction with other relevant documents and policies noted above in Section 3.

5. Responsibilities

5.1. **The College Board of Management** are responsible for the approval of the Data Protection Policy.

5.2. **The College Senior Management** Team are responsible for providing leadership and commitment to the embedding of the data protection principles and on-going review of the Data Protection Policy.

5.3. **The Director of Organisation Development** has strategic responsibility for data protection.

5.4. **The Data Protection Officer** is responsible for:

5.4.1. Review & revision of the Data Protection Policy and for ensuring that the associated data protection guidance for staff is regularly updated to ensure currency.

5.4.2. Development & delivery of staff training on data protection matters;

5.4.3. Provision of advice & guidance to college staff at all levels on data protection matters and compliance with legislation;

5.4.4. Acting as the Data Controller on behalf of the college which includes liaising with the ICO on matters relating to the processing of personal data and cooperating with the ICO;

5.4.5. Monitoring & reporting to SMT on compliance with data protection legislation at departmental level;

5.4.6. Maintaining a register of all Subject Access Enquiries and personal data released.

5.4.7. Developing organisational data sharing agreements and maintaining a register of all current agreements.

5.4.8. Maintaining an organization register with regard to all personal data held across the college.

5.4.9. Providing advice where requested with regard to data protection impact assessments and monitoring compliance with the controls in place.

5.5. **All managers** are responsible for ensuring:

DRAFT

5.5.1. the secure storage, access, control and management of the personal data processed within their functional area;

5.5.2. Developing and maintaining a personal data register for the department and all areas under their control;

5.5.3. for familiarising themselves with the Information Asset Owner Guidelines;

5.5.4. ensuring all staff they manage undergo training on data protection and information security on an annual basis.

5.6. **All staff** are responsible for ensuring:

5.6.1. the security of the personal data that they process;

5.6.2. ensuring compliance with both the data protection policy and the associated staff guidelines;

5.6.3. ensuring they notify any data breach to the college Data Controller or ICT Manager immediately they become aware of it;

5.6.4. All staff are responsible for ensuring they undertake an annual update on data protection and information security matters.

5.6.5 Ensuring the information rights of data subjects as outlined in current legislation are respected and can be fully exercised.

6. Information Rights

Current legislation provides the following rights to all data subjects:

6.1 The right to be informed (regarding how their personal data is processed).
6.2 The right to access (the right to be given a copy of their own data).
6.3 The right to have their data corrected (if they believe it to be inaccurate)
6.4 The right to have their data deleted (in certain circumstances).
6.5 The right to limit how their data is used (in certain circumstances).
6.6 The right to data portability (in certain circumstance).
6.7 The right to object to data processing (in certain circumstances).
6.8 Rights regarding automatic decision making and profiling.

7. Compliance

7.1. This policy must be complied with and it will be audited regularly with reports going to the senior management team and Audit Committee.

7.2. Compliance with this policy is the responsibility of all college staff. Any deliberate breach of the data protection policy may lead to disciplinary action

ITEM 04a

being taken or access to the college's facilities being withdrawn or even criminal prosecution. Any questions or concerns about the interpretation of this policy should be addressed to the college's Data Protection Officer.

7.3. Any member of staff, student or other individual who considers that the policy has been breached in respect of personal data about them, should raise the matter with the college's Data Controller.

7.4. The Data Controller can be contacted by email: data.controller@inverness.uhi.ac.uk

7.5. This policy does not form part of the formal contract of employment but it is a condition of employment that employees abide by the policy and adhere to the guidelines which follow. Failure to adhere to the policy can therefore result in disciplinary proceedings.

8. Monitoring

8.1. Each college policy will be monitored and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

8.2. The Data Controller will maintain statistical data regarding the number of enquiries and access to data requests. Such information will be reported to the Audit Committee on an annual basis.

9. Review

9.1. This policy will be reviewed on a 3 yearly basis

DRAFT

ITEM 04b

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Secure Handling, Use, Storage and Retention of Disclosure Information Policy
Author: [Name and Job title]	Suzanne Stewart, Information Development Manager
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	20th May 2020
Brief Summary of the paper:	To inform the Board of Management of the revised Secure Handling, Use, Storage and Retention of Disclosure Information Policy The list of legislation has been re-organised, so similar items are now grouped together.
Action requested: [Approval, recommendation, discussion, noting]	Board of Management are asked to consider the revised Secure Handling, Use, Storage and Retention of Disclosure Information Policy and approve for publication.
Link to Strategy: Please highlight how the paper links to, or assists with:**:** • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	~~Yes~~ / No **If yes, please specify**:
Risk implications:	~~Yes~~ / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	

ITEM 04b

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

University of the Highlands and Islands
Inverness College

POLICY ON SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

REFERENCE: PL/CS/2016/001

Lead Officer (Post):	Director of Organisational Development and Performance	Review date:	~~April 2015~~ July 2020
Area:	College Management Information	Review Lead Officer (Post)	Information Development Manager
Responsible Committee:	Audit Committee	Date published: Review published:	27 March 2009 11 April 2012 18 October 2016
Date approved by Board of Management: Review approved:	9 March 2009 26 March 2012 13 September 2016	Equality Impact and Assessment published:	Not provided

Contents

1. Policy Statement 3
2. Usage 3
3. Handling 3
4. Access and Storage 3
5. Retention 3
6. Disposal 4
7. Legislative framework 4
8. Scope 5
9. Compliance 5
10. Monitoring 5
11. Review 5

2. Usage

2.1. The college uses information from the Protecting Vulnerable Groups Scheme only for the purpose for which it has been provided. Such personal data is only processed where there is a legal basis for doing so.

3. Handling

3.1. Inverness College recognises that it is a criminal offence to disclose personal data to any unauthorised person. We, therefore, only pass such information to those who are authorised to see or process it in the course of their duties.

4. Access and Storage

4.1. The college does not retain information released by Disclosure Scotland on an individual's personnel file or student file. It is stored securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised and named individuals, who are entitled to see such information in the course of their duties.

5. Retention

In normal circumstances, information related to background checking is retained for up to 90 days. This is to allow a period of resolution for any dispute or complaint arising, following the notification of a decision to recruit a staff member or student. In exceptional circumstances (where there is justification for retention for a longer period), the data subject will be advised of the extended retention period. The same conditions relating to secure storage and access will apply during any such period.

6. Disposal

6.1. Once the retention period has elapsed, the data will be destroyed in a secure manner i.e. by shredding, pulping or burning. Inverness College will ensure that such information which is awaiting destruction will not be retained in any insecure receptacle (e.g. a waste bin or confidential waste console or sack). The college will not retain any image or photocopy or any other form of the information released by Disclosure Scotland. The college will, however, keep a record of the following:

- date of issue of the disclosure;
- the name of the data subject;
- the disclosure type;
- the position for which the disclosure was requested;
- the unique reference number of the disclosure **and**
- details of the recruitment/admission decision taken (where appropriate).

7. Legislative framework

7.1. Rehabilitation of Offenders Act 1974 (Ministry of Justice - The UK Statute Law Database)

7.2. The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (OPSI/HMSO)

7.3. The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Amendment) (Scotland) Order 2006 (OPSI/HMSO)

7.4. The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Amendment Order 2007 (OPSI/HMSO)

7.5. Police Act 1997 (Part V)(OPSI/HMSO)

7.6. The Police Act 1997 (Criminal Records)(Scotland) Regulations 2006 (OPSI/HMSO)

7.7. The Police Act 1997 (Criminal Records)(Registration)(Scotland) Regulations 2006 (OPSI/HMSO)

7.8. The Police Act 1997 (Criminal Records)(Scotland) Amendment Regulations 2006 (OPSI/HMSO)

7.9. The Police Act 1997 (Criminal Records)(Scotland) Amendment Regulations 2008 (OPSI/HMSO)

7.10. Definition of Adult at Risk as contained in The Police Act 1997 (Criminal Records) (Scotland) Regulations 2006 (OPSI/HMSO) ***Note - definition is contained within Regulation 10(3)***

7.11. Data Protection Act 2018 (OPSI/HMSO)

7.12. Regulation of Care (Scotland) Act 2001 (OPSI/HMSO)

7.13. The Housing (Scotland) Act 2001 (Housing Support Services) Regulations 2002 (OPSI/HMSO) - the Schedule to this SSI provides details of prescribed Housing Support Services per section 2(1) of the Regulation of Care (Scotland) Act 2001

7.14. Criminal Justice (Scotland) Act 2003 (OPSI/HMSO)

7.15. Protection of Children (Scotland) Act 2003 (OPSI/HMSO) - full Act

7.16. Protection of Children (Scotland) Act 2003 (OPSI/HMSO) - Schedule 2 - definition of child care positions

7.17. Serious Organised Crime and Police Act 2005 (OPSI/HMSO)

7.18. The Serious Organised Crime and Police Act 2005 (Commencement No 2)(Scotland) Order 2006 (OPSI/HMSO) - implements, amongst other sections, section 163 of the 2005 Act

7.19. Protection of Vulnerable Groups (Scotland) Bill and associated documents (introduced 25 September 2006)(Scottish Parliament) - see below for details of Act

7.20. Protection of Vulnerable Groups (Scotland) Act 2007 (OPSI/HMSO)

7.21. Protection of Children (Scotland) Act 2003 (Amendment of the Definition of Child Care Position) Order 2008 (OPSI/HMSO)

8. Scope

8.1. This policy applies to all disclosure information received by the college and processed by the Human Resources Department and Student Admissions Department.

9. Compliance

9.1. This policy must be complied with and it will be audited regularly by the Data Protection Officer with reports going to the SMT and Audit

committee.

10. Monitoring

10.1. Each college policy will be monitored and its implementation evaluated.

10.2. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. These procedures will be subject to audit by the Quality Unit.

11. Review

11.1. This policy will be reviewed on a 3 yearly basis, or sooner if legislative change requires.

ITEM 4c

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Food Safety & Allergen Management Policy
Author: [Name and Job title]	Martin Whyte, Commercial Services and Events Manager
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	20th May 2020
Brief Summary of the paper:	The policy has been reviewed and updated.
Action requested: [Approval, recommendation, discussion, noting]	The Board of Management is asked to agree the changes to the Food Safety and Allergen Policy and approve these for publication.
Link to Strategy: Please highlight how the paper links to, or assists with:**:** • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	No **If yes, please specify**:
Risk implications:	No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	Non confidential
Freedom of Information Can this paper be included in "open" business* [Yes/No]	Yes

ITEM 4c

*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

ITEM 4c

University of the Highlands and Islands
Inverness College

FOOD SAFETY & ALLERGEN MANAGEMENT POLICY

REFERENCE: (will be inserted by Quality Unit)

DRAFT- 18 January 2020

Policy Owner	Director of External Relations
Lead Officer	Commercial Services & Events Manager
Review Officer	Commercial Services & Events Manager
Date first approved by BoM	
First Review Date	
Date review approved by BoM	
Next Review Date	
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact

ITEM 4c

Contents

1. Policy Statement 3
2. Legislative framework/related policies 3
3. Scope 3
4. Organisation and responsibilities 4
5. Compliance 4
6. Monitoring 4
7. Review 4

ITEM 4c

1. Policy Statement

Inverness College UHI acknowledges its statutory and moral obligations to adopt the highest standards food safety for staff, students and visitors.

Inverness College UHI is committed to achieve and maintain recognised quality standards within food safety.

As an education provider and employer, Inverness College UHI is committed to developing a culture of competence and continuous improvement in food safety and allergy management practice.

In support of this, Inverness College UHI is committed to:

- Conforming with all food safety laws and regulations and relevant standards as the minimum accepted behaviour
- Compliance with relevant industry codes of practice, which go above and beyond legal requirements to establish best practice
- Preventing injury and ill health to all students and staff of Inverness College UHI and visitors to our campuses
- Maintaining safe food standards, identifying risks associated with food safety and the management of allergens
- Promoting food safety across the organisation
- Continuous improvement of food safety and allergen management systems, regular reviewing and revising of this policy
- Providing and maintaining a safe food and beverage environment
- Providing relevant information, Instruction, training and supervision

2. Legislative framework / related policies

2.1. Food Safety Act 1990
2.2. Food (Scotland) Act 2015
2.3. The Health and Safety at Work etc. Act 1974
2.4. Management of Health and Safety at Work (Amendment) Regs. 2006
2.5. The Personal Protective Equipment Regulations 2002
2.6. Health and Safety (First Aid) Regulations 1981
2.7. Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013
2.8. The Workplace (Health, Safety and Welfare) Regulations 1992
2.9. The Control of Substances Hazardous to Health (Amendment) Regs 2004
2.10. The Health and Safety Information for Employees (Amendment) Regs 2009
2.11. Corporate Manslaughter and Corporate Homicide Act 2007
2.12. Combined Health & Safety Policy
2.13. The University Caterers Organisation Code of Practice for Food Allergen Management

3. Scope

3.1. This policy applies to the Board of Management, all staff, students and visitors to Inverness College UHI.

4. Organisation and Responsibilities

4.1. The College Board of Management is responsible for the approval of the food safety and allergen management policy.
4.2. The College Senior Management Team is responsible for providing leadership and commitment to the embedding principles.
4.3. The Director of External Relations has strategic responsibility for the food safety and allergen management policy.
4.4. The Commercial Services & Events Manager is responsible for a review of the food hygiene legislation including allergens, updating procedures and guidance for staff, together with arranging all staff training in relation to food safety and allergens
4.5. The Head Chef is responsible for: Displaying all allergens in a clear and responsible manner, ensuring the chefs are all trained in delivering the highest standards to all customers and ensuring the daily and weekly food hygiene standards are adhered to.
4.6. The Health & Safety Manager is responsible for ensuring that all risk assessments are recorded and reviewed.

5. Compliance

5.1. This policy is a cross college policy and all staff must work to meet the requirements outlined within the policy. Compliance with the Policy will be monitored through regular audits, with outcome reports being reported to the appropriate Health & Safety committee.

6. Monitoring

6.1. This policy and related procedures will be monitored and its implementation evaluated.
6.2. Monitoring of food safety standards including the monitoring of allergens will be undertaken via the reviewing of associated procedures at agreed intervals.
6.3. A monthly food diary will be maintained to aid the monitoring and review of food safety and allergen compliance
6.4. An annual Environmental Health Officer report will be reviewed and any recommendations acted upon to ensure standards are maintained and continuously improved.

7. Review

7.1. The policy will be reviewed on an annual basis, due to expected changes to food safety and allergen management legislation and codes of practice

ITEM 04d

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Sustainable Procurement Policy
Author: [Name and Job title]	Derek Cowie, APUC Supply Chain Manager
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	20th May 2020
Brief Summary of the paper:	To inform the Board of Management of new Sustainable Procurement Policy.
Action requested: [Approval, recommendation, discussion, noting]	Board of Management are asked to consider the new Sustainable Procurement Policy and approve for publication.
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	~~Yes~~ / No **If yes, please specify**:
Risk implications:	~~Yes~~ / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	Non confidential
Freedom of Information	Yes

ITEM 04d

Can this paper be included in "open" business* [Yes/No]	

*If a paper should **not** be included within "open" business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		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

ITEM 04d

University of the Highlands and Islands
Inverness College

Sustainable Procurement Policy

REFERENCE: PL/CS/2020/001

DRAFT – 17 February 2020

Policy Owner	APUC Supply Chain Manager
Lead Officer	APUC Head of Procurement – UHI Shared Service
Review Officer	Inverness College UHI Director of Finance
Date first approved by BoM	
First Review Date	
Date review approved by BoM	
Next Review Date	
Equality impact assessment	
Further information (where relevant)	

Reviewer	Date	Review Action/Impact

Contents

1. Policy Statement 3
2. Legislative framework/related policies 3
3. Scope 4
4. Compliance & Responsibilities 4
5. Monitoring & Reporting 5
6. Review 5

DRAFT

1. Policy Statement

Inverness College UHI is committed to collectively working to deliver value for money whilst being committed to embedding effective sustainable procurement through our supply chain.

We will comply and support the Sustainable Procurement Duty brought into force through the Procurement Reform (Scotland) Act 2014, the Modern Slavery Act 2015 and Fair Work Practices Act 2017which will drive the college to achieve economic, social and environmental benefits not only for the college but its wider environment through its procurement activities.

Through the colleges membership of APUC (Advanced Procurement for Universities and Colleges), the sector's procurement centre of expertise and its partnership with UHI and its Academic Partners, the college will, strive to use its collaborative buying power to bring positive impacts on supply chain sustainability.

The College shall support and encourage procurement activities that will assist SMEs, third sector businesses and supported businesses to bid for contracts to sustain and grow our local economic supply chain.

2. Legislative framework / related policies

Legislative framework includes:
2.1 Procurement Reform (Scotland) Act 2014
2.2 Scottish Government Sustainable Procurement Duty
2.3 EU General Data Protection Regulation 2016/679
2.4 Protecting Vulnerable Groups (PVG)
2.5 UK Data Protection Act 2018
2.6 Fair Work Practices
2.7 Modern Slavery Act 2015
2.8 Criminal Finances Act 2017
2.9 Freedom of Information (Scotland) Act 2002
2.10 Public Records Scotland Act 2011
Related policies, procedures and documents include:
2.11 Inverness College Strategic Plan 2017-2020
2.12 Local Governance, Inverness College Financial Regulations
2.13 Inverness College Procurement Strategy 2017-2020
2.14 Inverness College Freedom of Information Policy
2.15 ICT - UHI Partnership Information Security Acceptable Use Policy
2.16 ICUHI Information Security Incident Management Procedure
2.17 ICUHI Records Management Policy (including the college Records Retention Schedule)
2.18 ICUHI Business Continuity Policy
2.19 ICUHI Secure Handling, Use, Storage and Retention of Disclosure

2.20 ICUHI Value for Money Policy
2.21 Scotland's Economic Strategy
2.22 National Performance Framework

3. Scope

3.1 Inverness College UHI is committed through all its procurement activities to drive positive impacts on supply chain sustainability, reaching as far into its supply chain as reasonably possible.
3.2 As a member of the APUC (Advanced Procurement for Universities and Colleges), Inverness College UHI has access to the APUC developed policies and tools.
3.3 For all contracts national or local, Inverness College UHI is committed to promoting the Sustain Supply Chain Code of Conduct.
3.4 Sustainable Procurement Objectives
3.4.1 To ensure the College Sustainable Procurement Policy is promoted and embedded with College staff involved in the procurement of goods and services so they routinely consider how we can enhance and protect our shared environment, contribute to the health and well-being of society and build a sustainable economy through our procurement decisions.
3.4.2 To comply with relevant legislation (PRA, Modern Slavery, Fair Work Practices)
3.4.3 To drive forward it's sustainable procurement policy in order to deliver best value for the College whilst being committed to embedding and effecting sustainable procurement. The College shall, strive to bring about positive impacts and monitor compliance of the policy.
3.4.4 Develop and deliver sustainable outputs within its supply base that support Scotland's Economic Strategy and the national Sustainable Procurement Action Plan assisting to achieve a step change on the Scottish Sustainable Procurement Flexible Framework.
Manage continuous improvements in sustainable procurement by working with the supply chain and other public body organisations.
3.4.5 Promote innovation and sustainable savings and benefits through collaboration with other UHI Academic Partners, the wider sector and other like-minded organisations. Will work in collaboration with other like-minded organisations.

4. Compliance including Responsibilities

Inverness College UHI is fully committed to complying with the following.

4.1 Procurement Reform (Scotland) Act 2014, and all other related legislation.
4.2 Scottish Government Sustainable Procurement Duty.
4.3 Recording sustainability benefits (BT14) derived through tendering activity in the College Contracts Register (Hunter) in accordance with the Scottish Government Guidance Notes and Benefits Methodology.

4.4 The development and delivery of staff training on the Sustainable Procurement
4.5 The provision of advice & guidance to college staff at all levels the Sustainable Procurement Policy.
4.6 Work with the APUC and the sectors Climate Commission on Sustainable Procurement developments and changes in legislation.
4.7 Participate as a Member of the APUC Sustainable Procurement Leadership Group
4.8 The College Board of Management are responsible for the approval of the Sustainable Procurement Policy.
4.9 The College Senior Management Team are responsible for providing leadership and commitment to the embedding of the Sustainable Procurement Policy principles and on-going review of the Sustainable Procurement Policy.
4.10 The Director of Finance has strategic responsibility for Sustainable Procurement Policy.

5. Monitoring & Reporting

Inverness College UHI will encourage our suppliers to work with the College to adopt sustainability improvements and innovations that go beyond contractual requirements.

5.1 The College will work with suppliers and contractors so that they are aware of College Sustainable Procurement Policy.
5.2 The College will contract manage its Contracts depending on value, criticality and risk.
5.3 High and Medium priority contracts will be managed through monthly/quarterly contract review meetings. Sustainability will be an agenda item.
5.4 Reporting will be recorded through:

- The College Contracts Register
- The College Annual Procurement & Value for Money Report
- College Presentations to Management & Staff

6. Review

6.1 The Sustainable Procurement Policy is subject to annual review.

ITEM 04e

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Student Support Funds Policy and Procedure
Author: [Name and Job title]	Sheree Grant, Admissions and Funding Team Leader Roddy Ferrier, Director of Finance
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	20th May 2020
Brief Summary of the paper:	The Student Support Funds Policy and Procedure is part of a suite of new policy/procedures to be drafted as part of the new UHI common policy environment.
Action requested: [Approval, recommendation, discussion, noting]	The Board of Management is asked to approve the new Student Support Funds Policy and Procedure for publication.
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	Yes / No **If yes, please specify**:
Risk implications:	Yes / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	
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

ITEM 04e

Inverness College, University of the Highlands and Islands

Student Support Funds Policy

POL

Lead Officer (Post):	Director of Finance
Responsible Office/ Department:	Admissions & Student Funding
Responsible Committee:	Board of Management F&GP Committee
Review Officer (Post):	Admissions and Funding Team Leader
Date policy approved:	Click or tap to enter a date.
Date policy last reviewed and updated:	Click or tap to enter a date.
Date policy due for review:	Click or tap to enter a date.
Date of Equality Impact Assessment:	Click or tap to enter a date.
Date of Privacy Impact Assessment:	Click or tap to enter a date.

This policy covers the period (date) to (date).

For all our up-to-date policies, please visit the Policy homepage on our website.

Accessible versions of this policy are available upon request.

ITEM 04e

Policy Summary

Overview	This policy is required to set out a regional approach to distribution of student support funds for (College Name) and all academic partners in the University of the Highlands and Islands.
Purpose	The policy will provide a framework for a consistent and coherent methodology for the awarding of student support funds.
Scope	This policy applies to all academic partners.
Consultation	This policy was formulated by a Policy Ownership Group, made up of practitioners from across the University of the Highlands and Islands network. Endorsement was received from Partnership Council, before the policy went through local consultation and approval by College Boards of Management and Finance and General Purpose Committee.
Implementation and Monitoring	Academic partners will be responsible for implementing and monitoring the policy. Analysis will be carried out of the policy's impact by staff from the Vice-Principal for Further Education's office.
Risk Implications	The policy reduces risk for the University and academic partners by creating a streamlined process and reinforcing the existing staff community of practice. Students will also benefit from a consistent approach across all partners.
Link with Strategy	This policy is linked to individual Access and Inclusion strategies and the Regional Outcome Agreement.
Impact Assessment	Equality Impact Assessment: June 2018 – No further action required.
	Privacy Impact Assessment: n/a

1. Policy Statement

1.1 The purpose of this policy is to outline the principles underpinning the College's process of assessing and distributing Student Support Funds. The overarching aim of this policy is to ensure that as many eligible students as possible have access to funds within allocated budgets.

1.2 Funds are distributed in compliance with the funding regulations as determined by the Scottish Funding Council and Student Awards Agency Scotland. Where discretion is given to the College to determine eligibility, this policy specifies the rationale applied.

2. Definitions

2.1 Scottish Funding Council ("SFC") - SFC is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's colleges and universities. SFC gives funding to colleges and universities with guidance on how the funds should be distributed to students.

2.2 Student Awards Agency Scotland ("SAAS") – SAAS is an agency of the Scottish Government giving financial support to eligible students doing a course of higher education in the UK. SAAS provides the University of the Highlands and Islands with funds and guidance for distribution of the Higher Education Discretionary Fund.

2.3 For the purposes of this policy, the following terms will be used:

2.3.1 The Further Education Bursary will be referred to as the "Bursary Fund".

2.3.2 The Educational Maintenance Allowance will be referred to as the "EMA".

2.3.3 The College and University Childcare Funds will be referred to the "Childcare Funds".

2.3.4 The Further Education Discretionary Fund will be referred to as the "FE Discretionary Fund".

2.3.5 The Higher Education Discretionary Fund will be referred to the "HE Discretionary Fund".

2.4 Further Education courses are normally up to and including Level 6 on the SCQF Framework. Higher Education courses are normally Level 7 and above.

3. Purpose

3.1 The College will utilise the current guidance to ensure fair distribution of the Student Support Funds.

3.2 The College aims to distribute Student Support Funds within the conditions of the respective national policies in a fair and consistent manner to assist students who demonstrate financial need. The College undertakes to maximise the use of available funds to ensure as many students as possible benefit through the qualifying criteria.

3.3 **Bursary Fund**

3.3.1 As defined in the current SFC guidelines, available here, the Bursary Fund may be offered where the student and their course meets eligibility criteria. There is no automatic entitlement to the Bursary Fund, even where eligibility is established.

3.3.2 The Bursary Fund constitutes the following:

- Maintenance Allowance
- Dependant Allowance
- Study Expense Allowance
- Travel Expense Allowance
- Additional Support Needs for Learning Allowance

3.3.3 Maintenance Allowance: the College follows the SFC guidance for this element.

3.3.4 Dependant Allowance: the College follows the SFC guidance for this element.

3.3.5 Study Expense Allowance: the College follows the SFC guidance for this element.

3.3.6 Travel Expense Allowance

- The College will determine the most appropriate and cost-effective route or mode of transport for Travel Expense Allowance.
- Travel expenses will only be paid for students residing 3 miles or more from the college.

3.3.7 Additional Support Needs for Learning Allowance: the College follows the SFC guidance for this element.

3.3.8 The attendance criteria for the Bursary Fund is based on the current SFC guidance. Where the guidance calls for institutional discretion to be applied, the process to be followed is agreed regionally and is available in the Attendance Appendix.

3.4 EMA

As defined in the current SFC guidelines, available here, the EMA provides a weekly term time allowance for students normally aged 16-19 years old inclusive from low income households who are studying non-advanced courses.

3.4.1 The College follows the current SFC guidance.

3.4.2 The attendance criteria for EMA is based on the current SFC guidance. Where the guidance calls for institutional discretion to be applied, the process to be followed is agreed regionally and is available in the Attendance Appendix.

3.5 Childcare Funds (Further and Higher Education)

As defined in the current national policy and guidelines, available here, Childcare Funds consist of two elements to help pay for formal or registered childcare expenses: the Lone Parents Childcare Grant and the Discretionary Childcare Funds.

3.5.1 The College follows the current national policy and guidelines for Childcare Funds.

3.5.2 The College may identify certain groups as priority for allocation of the Discretionary Childcare Funds element, based on assessment of need.

3.6 FE Discretionary Fund

As defined in the current SFC guidelines, the FE Discretionary Fund is “primarily for emergency use and instances of financial hardship”.

3.6.1 The College follows the current guidance, available above.

3.6.2 The College distributes FE Discretionary Funds within allocated budgets in response to student need and circumstances.

3.6.3 The FE Discretionary Fund has priority areas for including, but not limited to:

- Housing and accommodation costs
- Emergency aid for unforeseen and unmanageable circumstances
- Students at risk of financial hardship due to substantially higher-than-average utility costs

3.7 HE Discretionary Fund

As defined in the current SAAS guidelines, the HE Discretionary Fund is intended to “provide non-repayable assistance for students in financial difficulties in order for them to access and/or continue in Higher Education”.

3.7.1 (Partner Name) follows the current guidance, available above.

3.7.2 The college distributes HE Discretionary Funds within allocated budgets in response to student need and circumstances.

3.7.3 The HE Discretionary Fund has priority areas for including, but not limited to:

- Housing and accommodation costs
- Students experiencing excessive travel costs, e.g. where the journey is greater than a reasonable commute
- Childcare costs for part-time HE courses
- Emergency aid for unforeseen and unmanageable circumstances
- Students at risk of financial hardship due to substantially higher-than-average utility costs

3.8 **Supporting Evidence**

3.8.1 Students applying for financial support are required to produce documentary evidence in support of their application before an award can be considered.

3.8.2 Exception may be made for care experienced students who may encounter difficulty in providing documentation in support of their application, which could create or exacerbate financial hardship. In this case, confirmation of the student's circumstances from a third party agency such as the local authority Social Work department will be accepted in place of the normal supporting documentation.

3.9 **Eligibility**

3.9.1 Eligibility criteria are in line with the relevant guidance/policy for each fund.

3.9.2 In addition, all applicants for student financial support will be checked for any outstanding debt to the college. Students with outstanding debt will be required to enter into a repayment agreement before additional funds will be released.

3.9.3 Where a student's experiences an unforeseeable or unavoidable change to their circumstances during an academic year, the college may re-assess the student as appropriate.

3.10 **Appeals and Grievances**

3.10.1 Students are entitled to raise grievances related to the application of this policy and awarding of student support funds.

3.10.2 In the first instance, students should raise their grievance with college staff responsible for student support funds administration.

3.10.3 Should this not resolve the grievance, the student will be able to escalate the issue by means of an impartial review.

3.10.4 Further information is available in the accompanying Student Support Funds Procedures.

4. Scope

4.1 Financial support may only be offered if both the student and their course are eligible for support.

5. Exceptions

5.1 The policy identifies areas of discretion for colleges, and sets out priority areas for support. Ultimate authority for awarding of discretionary funds rests with the college, and decisions will be made in line with the policy and/or guidelines issued by SFC or SAAS.

5.2 As per the Education (Access Funds) (Scotland) Determination there are different arrangements for students living in the local authority areas of Orkney Islands and Shetland Islands. These students should contact the college at which they intend to study for further information.

6. Notification

6.1 Staff members engaging with Student Support Funds should be familiar with this policy and all relevant SFC/SAAS policies.

6.2 Annual changes to SFC/SAAS policies will be cascaded to staff by line managers and hyperlinks in the policy updated to reflect the most recent guidance.

6.3 Any changes in SFC/SAAS policy or national legislation will be reflected in this policy.

6.4 The policy will be publicly available on the College's website, along with other current policies.

7. Roles and Responsibilities

7.1 The College's Director of Finance has overall responsibility for the implementation of this policy and the management of Student Support Funds

7.2 The College's Director of Finance is responsible for the approval of FE Discretionary Funds and HE Discretionary Funds.

7.3 The staff administering Student Support Funds are responsible for ensuring up-to-date local policies and SFC/SAAS guidance is followed.

7.4 The Admissions and Student Funding Team Leader is responsible for ensuring that all enrolled students receiving EMA support have a signed Learning Agreement.

7.5 The Admissions and Student Funding Team Leader is responsible for ensuring that student attendance information is passed to the SITS office for recording on the College SITS system to satisfy the conditions of the Bursary or EMA award.

7.6 Students are responsible for informing the College of changes to their circumstances, including voluntary withdrawal from a course.

8. Related Policies, Procedures, Guidelines and Other Resources

8.1 This policy should be read in conjunction with SFC and SAAS policies and guidance. Links are provided above in Section 3.

8.2 Student Support Funds Procedures.

8.3 Further Education Fee Waiver Policy.

8.4 Scottish Funding Council (SFC) website

8.5 Student Awards Agency Scotland (SAAS) website

9. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				
1				
2				
3				
4				

Item 04e Appendix 1

University of the Highlands and Islands
Student Support Funds Policy: Attendance Appendix 2019-20

1. Overview

1.1 This appendix sets out the regional approach for Further Education funding attendance requirements. The guidance will be used by all colleges in the UHI partnership to ensure parity of experience for students and to limit risk for colleges.

1.2 The guidance below is based on Scottish Funding Council (SFC) guidance, and adds further information for the areas where there is discretion available. The appendix fulfils the SFC Fund Management and Audit Information requirement that colleges should:

- Implement their own rules for measuring satisfactory attendance, participation and engagement
- Produce their own guidance for authorised absence
- Operate these rules and guidance consistently across the college

1.3 Attendance can be a critical part of being a student and courses are designed on the principle of students attending all classes. Attendance, punctuality and personal timekeeping are valuable transferable skills for progression in academic studies or for employment.

2. Guidance

2.1 The expectation set out by the SFC is for students to attend all their classes; this will be assessed through attendance monitoring. Student attendance will be expressed as a percentage of the overall classes attended.

2.2 Examples of authorised absences identified by SFC include, but are not limited to:

- Self-certificated absence because of illness. Medical certificates should normally be submitted for illnesses lasting for more than five working days.
- Religious holidays (but not other holidays).
- Work experience placements.
- Tutor agreed exam preparation.
- Attendance at children's hearing, court, meeting related to caring responsibilities or care needs, etc.
- Unexpected caring responsibilities, either for the student's child(ren) or an adult dependant, such as the illness of a child or dependant.
- Severe weather and transport breakdown.
- Attendance at a family funeral.
- Medical or dental appointments for either the student, or a child or adult who is dependent on the student. This can include non-emergency appointments if these cannot be arranged outside college hours, although every effort should be made to avoid clashes with classes.
- Fulfilment of an official position e.g. HISA representation
- Jury duty

As soon as a student becomes aware of an absence from the criteria above they should inform relevant staff via the College's official absence reporting processes.

Levels and patterns of authorised absences will be monitored to ensure the system is not abused.

2.3 Any absence that is not considered a valid authorised absence will be recorded as an unauthorised absence.

2.4 **Attendance Thresholds**

2.4.1 Students should aim to attend 100% of their scheduled activity. Both authorised and unauthorised absences will affect a student's attendance percentage.

2.4.2 The reporting period is the duration over which attendance is calculated. The payment schedules are the frequency that payments are made for different types of support fund.

Reporting Period:

Payment Schedule

2.4.3 If attendance falls below 100% of scheduled activity for the reporting period local informal interventions may be used to engage with students in order to reinforce the benefits of attendance and help improve it.

2.4.4 If attendance falls below 85% of scheduled activity for the reporting period formal interventions will commence.

2.5 Where students have failed to maintain the required attendance threshold set out above, staff will consider whether the student has taken reasonable steps to engage with their studies. Examples of appropriate student engagement include, but are not limited to:

- Maintaining contact with relevant college staff, explaining the reasons for absence and the steps they are taking to engage with their studies.
- Keeping up to date with learning by obtaining lecture notes, online resources or other learning materials from college staff.
- Demonstrating that they have engaged in independent study to keep up to date with their learning.
- Handing in assignments or classwork in a timely fashion, unless there are mitigating factors.
- Continuing to meet their learning objectives.
- Engaging with the college in any other way which demonstrates that they are continuing to participate in their studies.

3. Attendance and Engagement Support Procedures

Stage 1

3.1 Students falling below the attendance threshold set out in 2.4 and not maintaining appropriate engagement will be contacted by staff in order to discuss strategies for improving attendance. Local systems can be used to inform this engagement. Students will be able to confidentially disclose any barriers to attendance or engagement they may be experiencing.

3.2 Students will be informed that should their attendance not improve and they are not meeting engagement requirements they are at risk of having student support funds they are eligible for reduced or withdrawn, and any overpayments reclaimed. An agreed timeframe for improvement and the student's understanding will be recorded on local systems, along with any evidence from Learner Support and Academic staff regarding attendance and engagement.

3.3 Students who do not participate in the Stage 1 process will have their funding withdrawn, and any overpayments reclaimed, if they are not achieving appropriate engagement and will be required to arrange a meeting with the appropriate members of staff in order to discuss having their funding reinstated.

Stage 2

3.4 If attendance does not improve, or improves and then declines within the same academic year, the student will be required to attend a formal meeting and agree an Attendance and Engagement Support Plan with staff.

3.5 Students who do not participate in the Stage 2 process will have their funding withdrawn, and any overpayments reclaimed, where they are not achieving appropriate engagement and will be required to arrange a meeting with the appropriate members of staff in order to discuss having their funding reinstated.

Stage 3

3.5 Students who have been through Stages 1 and 2 will not be invited to attend another meeting within the same academic year if issues continue or reoccur**. Instead, withdrawal or reduction of student support funds may initiate immediately if they are not achieving appropriate engagement**. The onus will then be on the student to engage with staff in order to agree a plan for improving attendance and engagement.

Personal Learning Support Plans (PLSPs)

3.6 Where a student has complex circumstances or health issues (including mental health issues) which may impact on their attendance, the College may exercise particular flexibility with regards to attendance. The College will agree attendance and participation plans directly with the student in these circumstances and this will be reflected in the student's PLSP.

PLSPs are created in partnership with a student in response to a disclosed need. Attendance may form part of the PLSP, but issues around attendance alone would not justify the creation of a PLSP. There is local support available for students to access if they have concerns around how their personal circumstances may be affecting attendance and engagement. For further information, the local Student Support team should be contacted and the Learner Support Policy consulted.

Legislative Responsibilities

3.7 All colleges in the UHI partnership have due regard to equalities legislation and the Children and Young People (Scotland) Act 2014 when considering the position of students with protected characteristics and care experienced students. Colleges may exercise increased flexibility when considering attendance issues for groups of students impacted by this legislation (for example Care Experienced students, Disabled students, Student Parents and those on Maternity/Paternity/ Adoption leave). In addition, colleges will be mindful of their corporate parenting responsibilities under the Children and Young People (Scotland) Act 2014.

4. Monitoring and Changes to SFC Guidance

4.1 Colleges will utilise local means of monitoring and reporting on attendance. This information will be used as appropriate for regional level reporting and analysis.

4.2 Annual changes to SFC policy will be considered by the Student Support Funds Policy Ownership Group and any necessary amendments made to the Attendance and Engagement Appendix.

Record of Further Education Attendance and Engagement Support

Student Name	
Student Number	
College	
Staff Name	
Staff Position	

Details of Absence

Reasons for Absence

Plan and Timescale for Improving Attendance

Implications for Student Support Funds

Signed by Student / Has the student confirmed their understanding of the discussion?	
Staff Signature	
Date	

ITEM 04f

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	FE Fee Waiver Policy
Author: [Name and Job title]	Roddy Ferrier, Director of Finance
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	20th May 2020
Brief Summary of the paper:	To inform the committee of the changes to the revised FE Fee Waiver Policy.
Action requested: [Approval, recommendation, discussion, noting]	The Board of Management is asked to discuss the revised FE Fee Waiver Policy and approve for publication.
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	Yes / No **If yes, please specify**:
Risk implications:	Yes / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	The policy was discussed at Scrutiny Panel (10 September 2019), then at SMT (19 September 2019). Following approval by BoM F&GP committee the policy will progress to full BoM for final approval.
Status – [Confidential/Non confidential]	~~Confidential~~/Non confidential
Freedom of Information	Yes/~~No~~

Can this paper be included in "open" business* [Yes/No]	

*If a paper should **not** be included within "open" business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		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

Item 04f

Inverness College, University of the Highlands and Islands

Further Education Fee Waiver Policy

Reference: PL/CS/2019/003

Lead Officer (Post):	Director of Finance
Responsible Office/ Department:	Finance
Responsible Committee:	Board of Management F&GP Committee
Review Officer (Post):	TBC – Single Policy Environment
Date policy approved:	18/12/2018
Date policy last reviewed and updated:	Click or tap to enter a date.
Date policy due for review:	01/06/2019
Date of Equality Impact Assessment:	01/05/2018
Date of Privacy Impact Assessment:	n/a

This policy covers the 2019-20 academic year.

For all our up-to-date policies, please visit our website.

Accessible versions of this policy are available upon request.

Item 04f

Policy Summary

Overview	This policy is required to set out a regional approach to Further Education Fee Waivers for Inverness College and all academic partners in the University of the Highlands and Islands.
Purpose	The policy will provide a framework for a consistent and coherent methodology for the awarding of Scottish Funding Council and discretionary fee waivers for further education courses.
Scope	This policy applies to all academic partners who run further education courses.
Consultation	This policy was developed by a Policy Ownership Group, made up of practitioners from across the University of the Highlands and Islands network. Endorsement was received from the Finance Directors Practitioner Group and Partnership Council, before the policy went through local consultation and approval by College Boards of Management.
Implementation and Monitoring	Academic partners will be responsible for implementing and monitoring the policy. Analysis will be carried out of the policy's impact by staff from the Vice-Principal for Further Education's office.
Risk Implications	The policy reduces risk for the University and academic partners by creating a streamlined process and a community of practice for staff. Students will also benefit from a consistent approach across all partners.
Link with Strategy	
Impact Assessment	Equality Impact Assessment: Assessed – No further action to be taken.
	Privacy Impact Assessment: n/a

1. Policy Statement

1.1 This document sets out the policy for the awarding of Further Education fee waivers in Inverness College University of the Highlands and Islands. This policy refers to Scottish Funding Council policy and guidelines on fee waivers, which is reviewed annually. A position is also set out for the awarding of discretionary fee waivers from a College's individual budget.

2. Definitions

2.1 Scottish Funding Council ("SFC") - SFC is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's colleges and universities. SFC gives funding to colleges and universities with guidance on how the funds should be distributed to students.

3. Purpose

3.1 This policy sets outs a robust and transparent framework for the awarding Further Education course fee waivers at the College.

3.2 The policy will create an equality of experience for students across the partnership, whilst allowing individual colleges the flexibility to respond to local needs.

3.3 **SFC Funded Fee Waivers**

The core of this policy is based on the SFC Guidance on Fee Waiver Grant Policy and any associated annexes and appendices. The current SFC Guidance can be accessed here. The majority of fee waivers will be funded by SFC.

3.4 **Discretionary Fee Waivers**

Students attending the University of the Highlands and Islands will have a parity of experience through the use of SFC Fee Waivers. Under exceptional circumstances and subject to individual budgets, colleges have the power to award discretionary fee waivers.

3.4.1 Categories of Discretionary Fee Waivers include but are not limited to:

- Staff development, where a course is an essential part of an approved staff development plan
- Additional academic requirements, where the College stipulates compulsory completion of an additional qualification as part of the main course
- Exceptional requirements, where College Senior Management identify a significant local benefit to use of Discretionary Fee Waivers

3.4.2 Colleges should endeavour to create parity of experiences for students across the region through their use of discretionary fee waivers.

3.4.3 Due consideration should be given to the impact of discretionary fee waiver usage on other colleges in the University of the Highlands and Islands partnership.

4. Scope

4.1 This Policy applies to all applicants for further education courses (full-time and part-time), except for the courses set out in Section 5 below.

4.2 Applicants for higher education courses should refer to the Higher Education Fees Policy. Higher education courses are normally Level 7 and above on the SCQF Framework.

5. Exceptions

5.1 Courses outwith the scope of this policy are:

- All leisure courses
- All commercial courses
- SVQ courses

5.2 Please refer to the accompanying Fee Waiver Procedures for further information and an eligibility flowchart.

6. Notification

6.1 Staff engaging with Fee Waivers should be familiar with this policy and all relevant SFC policies.

6.2 Annual changes to SFC policies will be cascaded to staff by line managers and hyperlinks in the policy updated to reflect the most recent guidance.

6.3 Any changes in SFC policy or national legislation will be reflected in this policy.

6.4 The policy will be publicly available on the College's website, along with other current policies.

7. Roles and Responsibilities

7.1 The College's most senior Financial Officer has overall responsibility for the implementation of this policy and the management of Fee Waivers, including the approval of Discretionary Fee Waivers.

7.2 Staff administering Fee Waivers are responsible for ensuring up-to-date SFC guidance is followed.

7.3 Awarding of Discretionary Fee Waivers will be recorded and reported on annually to the Finance Directors Practitioner Group.

8. Legislative Framework

Further and Higher Education (Scotland) Act 2005

Equality Act 2010

Scottish Government: Costs of Learning Student Funding Guide

9. Related Policies, Procedures, Guidelines and Other Resources

9.1 This policy should be read in conjunction with SFC Fee Waiver policies and guidance. The up-to-date information can be accessed here.

9.2 University of the Highlands and Islands Further Education Fee Waiver Procedures

9.3 University of the Highlands and Islands Further Education Student Funding Support Policy

9.4 College Access and Inclusion Strategy

10. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				S Greig
1				
2				

ITEM 04g

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Safeguarding Policy (UHI Common Policy)
Author: [Name and Job title]	Lindsay Snodgrass, Director of Student Experience
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	20th May 2020
Brief Summary of the paper:	The safeguarding remit has now moved to the Director of Student Experience who will implement the policy and review holistically how the college approaches safeguarding. This new Policy is part of the UHI Common Policy environment.
Action requested: [Approval, recommendation, discussion, noting]	Approval for publication.
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	Yes / No **If yes, please specify**:
Risk implications:	Yes / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	Non confidential
Freedom of Information	Yes

ITEM 04g

Can this paper be included in "open" business* [Yes/No]	

*If a paper should **not** be included within "open" business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		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

Inverness College, University of the Highlands and Islands

Safeguarding Policy

POL

Lead Officer (Post):	Director of Student Experience
Responsible Office/ Department:	SMT
Responsible Committee:	Learning, Teaching and Research
Review Officer (Post):	Safeguarding Lead Officer
Date policy approved:	Click or tap to enter a date.
Date policy last reviewed and updated:	Click or tap to enter a date.
Date policy due for review:	Click or tap to enter a date.
Date of Equality Impact Assessment:	Click or tap to enter a date.
Date of Privacy Impact Assessment:	Click or tap to enter a date.

Accessible versions of this policy are available upon request. Please contact the Governance and Policy Officer on 01463 279000.

Policy Summary

Overview	Why is the policy required? This policy is required to fulfil the safeguarding obligations of the University of the Highlands and Islands and all Academic Partners.
Purpose	What will the policy achieve? The policy will provide a unified approach to safeguarding across the network and ensure parity of student experience.
Scope	Who does the policy apply to? The policy applies to the University and all Academic Partners.
Consultation	Who has been consulted on the policy, and who will be notified? The policy has been developed by a group of practitioners from the University and Academic Partners to ensure that best practice is reflected in the policy and accompanying procedures.
Implementation and Monitoring	Who will be responsible for implementing and monitoring the policy, and what resources/ costs will be incurred? The University and Academic Partners are responsible for ensuring that the policy and procedures are followed in their own organisation.
Risk Implications	What are the risk implications of this policy? This policy will reduce risk for the University and Academic Partners by ensuring that best practice from across the partnership is being shared and followed.
Link with Strategy	How is this policy linked to University strategy? This policy supports the University's commitment to provide a safe and supportive learning environment for all, aligned with the Strategic Theme of "Our Students", responding to the diversity of our student population by enhancing inclusive practice, and widening access and participation. It also aims to ensure the University discharges its duty of care and meets legislative requirements on safeguarding.
Impact Assessment	Equality Impact Assessment: Completed 09/01/19. No action required.
	Privacy Impact Assessment:

DRAFT

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 all are protected from harm, abuse, neglect or exploitation.

1.2 Inverness College UHI recognises and complies 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 Counter-Terrorism and Security Act 2015, the Children and Young People (Scotland) Act 2014 and other relevant guidance and regulations.

2. Definitions

2.1 **Safeguarding:** Involves carrying out our 'Duty of Care' responsibilities in relation to minors, children, adults at risk, students and staff, ensuring the safety and welfare of all. It involves protecting people's health, wellbeing and human rights, thus enabling all to live and study free from harm, abuse, neglect or exploitation. It is fundamental to high quality learning and engagement.

2.2 **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.

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 online, as a learning community.

3.2. Our duty is to provide a safe and supportive learning environment for all users. For example, recent Scottish and UK government legislation has placed new legal duties and obligations on all Colleges and Universities.

3.3. The increasing demands and complexity of these responsibilities make it imperative that the University and all Academic Partners utilise and develop shared expertise, models, systems and processes to meet these challenges going forward.

3.4. The following underpinning principles are shared by the University and all Academic Partners:

3.4.1. We will utilise a system of named staff (Safeguarding Leads) in the University and each Academic Partner with key responsibilities and duties linked to this role.

3.4.2. We are committed to Continuing Professional Development and ongoing safeguarding training, especially for Safeguarding Leads.

3.5. Criminal Convictions

3.5.1 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.

3.5.2 We will offer support and guidance to applicants/students with criminal convictions about course selection and career planning, and advise on the scope for any potential course or placement adjustments.

3.5.3 We have a duty of care to students, staff, visitors and clients to provide a safe and secure environment for all, and will undertake a risk assessment in the event of receiving criminal offence data relating to an applicant/student, to ensure that we do not admit or retain individuals who may pose a significant risk to our community.

3.5.4 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 the University and all Academic Partners.

4.2 This policy applies throughout the University and Academic Partner premises and campuses, including:

- Student accommodation managed by the University or Academic Partners directly
- Sports facilities
- Nurseries operated by the University or Academic Partners
- Any other areas or facilities where University or academic 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).

5 Exceptions

5.1 This policy does not apply to accommodation advertised by or signposted to by the University or Academic Partners (e.g. privately managed student accommodation or listings of private tenancies).

5.2 Third parties using University or Academic Partner facilities (e.g. Highlands and Islands Student Association, other academic institutes, external sports clubs and societies)

5.3 Students attending activities organised and hosted by another academic institute or body e.g. conferences, symposiums, sports tournaments and society gatherings.

5.4 Safeguarding considerations related to studying abroad, ERASMUS or work placement should be referred to the relevant policy (see Section 9).

DRAFT

5.5 Notwithstanding the above, Inverness College UHI will work with all third parties involved in the student journey to help protect the safety and welfare of all students.

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. All staff across the organisation, regardless of role, will undertake mandatory training on safeguarding. New staff into the organisation will similarly undertake this training as part of their induction.

6.2 Safeguarding Leads 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 how to contact them. This information will be available both on the Inverness College UHI website and the University of the Highlands and Islands' 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.

6 Roles and Responsibilities

7.1 Inverness College UHI's Board of Management are responsible for approving the policy, ensuring the legal compliance of the policy and ensuring that it is followed. Inverness College UHI's Board of Management are also responsible for ensuring the strategic effectiveness of the policy.

7.2 The Principal and the Senior Management Team are responsible for operational compliance with the policy and make recommendations to the Board of Management about updates to the policy. The Principal and the Senior Management Team 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 the 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 and completing the training.

7 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
- Human Trafficking & Exploitation (Scotland) Act 2015
- Mental Health (Care and Treatment) (Scotland) Act (2003)
- 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

8 Related Policies, Procedures, Guidelines and Other Resources

- Approved Placement Policy
- Complaints Handling Procedures
- Fitness to Practice Guidelines
- Fitness to Study Guidelines
- IT Acceptable Use Policy
- Promoting a Positive Learning Environment Policy
- UHI Mental Health Strategy
- Safeguarding Procedure
- Student Code of Conduct
- Study Abroad Policy and Guidance (forthcoming)

9 Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				
1				
2				
3				
4				

DRAFT

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.

ITEM 04h

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Policy on Protecting Vulnerable Groups (PVG) Scheme membership for students (UHI Common Policy)
Author: [Name and Job title]	Lindsay Snodgrass, Director of Student Experience
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	20th May 2020
Brief Summary of the paper:	This Policy is a new UHI Common Policy. The policy will support a consistent approach to PVG scheme membership across the partnership and parity of student experience.
Action requested: [Approval, recommendation, discussion, noting]	Approval for publication
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	Yes / No **If yes, please specify**:
Risk implications:	Yes / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	Non confidential
Freedom of Information	Yes

ITEM 04h

Can this paper be included in "open" business* [Yes/No]	

*If a paper should **not** be included within "open" business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		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

Policy on Protecting Vulnerable Groups (PVG) Scheme membership for students

POL

Lead Officer (Post):	Director of Student Experience
Review Officer (Post):	Admissions and Student Funding Manager
Responsible Committee:	Learning, Teaching and Research Committee
Date policy approved:	Click or tap to enter a date.
Date policy last reviewed and updated:	Click or tap to enter a date.
Date policy due for review:	Click or tap to enter a date.
Date of Equality Impact Assessment:	30/03/2020
Date of Privacy Impact Assessment:	NA

Accessible versions of this policy are available upon request. Please contact the Governance and Policy Officer on 01463 279000.

Policy Summary

Overview	This policy is required to set out the position of the University of the Highlands and Islands and all academic partners ("the University partnership") with regard to administration of the Protecting Vulnerable Groups (PVG) membership scheme for students.
Purpose	The policy will support a consistent approach to PVG scheme membership across the partnership and parity of student experience.
Scope	The policy applies to all students, applicants and prospective applicants for all University partnership courses regardless of mode or level of study.
Consultation	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. The policy will be briefed to all relevant members of staff and made available to students and applicants via websites and as part of the application process.
Implementation and Monitoring	The University and academic partners are individually responsible for ensuring that the policy and procedures are followed in their own institution.
Risk Implications	This policy will reduce risks associated with legislative obligations, reputational damage and relationships with placement providers for the University partnership by ensuring that best practice from across the partnership is being shared and followed. This policy will reduce the risk for applicants and students by guiding them to an appropriate course for their personal circumstances and maximising opportunities.
Link with Strategy	This policy supports the University partnership's commitment to provide a safe and supportive learning environment for all, aligned with the Strategic Theme of "Our Students", responding to the diversity of our student population by enhancing inclusive practice, and widening access and participation. It also aims to ensure the partnership discharges its duty of care for vulnerable groups we interact with as part of the programmes we deliver.
Impact Assessment	Equality Impact Assessment: Completed March 2020 – no further action.
	Privacy Impact Assessment: n/a

1. Policy Statement

1.1 This policy supports our commitment to provide information to applicants and students about PVG Scheme membership requirements for specified programmes and to fair, transparent and consistent administration of student applications to the PVG Scheme.

1.2 Inverness College UHI recognises and complies with the legal and statutory obligations that arise from legislation including the Protection of Children (Scotland) Act 2003, Adult Support and Protection (Scotland) Act 2007, Protection of Vulnerable Groups (Scotland) Act 2007, Children and Young People (Scotland) Act 2014 and other relevant guidance and regulations.

2. Definitions

2.1 **Protecting Vulnerable Groups (PVG) Scheme:** The Protecting Vulnerable Groups (PVG) Scheme helps make sure people whose behaviour makes them unsuitable to work with children and/or protected adults and cannot do 'regulated work' with these vulnerable groups.

2.2 **Disclosure Scotland**: An executive agency of the Scottish Government that provides disclosure services and the PVG membership scheme for employers and voluntary organisations.

2.3 **Regulated work**: There are two types of regulated work – work with children and work with protected adults. Regulated work is usually jobs including: caring responsibilities, teaching, providing personal services and working directly with children and/or protected adults.

2.4 **Listed status:** Disclosure Scotland keeps a list of people unsuitable to do regulated work with children and a list of people unsuitable to work with protected adults. The lists are separate, although people can be on both lists. If Disclosure Scotland adds someone to one or both of these lists, it is known as being 'listed'.

2.5 **Children**: Any individual under the age of eighteen years old.

2.6 **Protected Adults**: An individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service.

2.7 **Criminal convictions:** If you have been found guilty of committing a crime this conviction may be disclosed as part of the PVG Scheme application.

The three categories of convictions that will be disclosed are: All unspent convictions; spent convictions for offences that are disclosed according to rules; and spent convictions for offences that must be disclosed. Further information is available on the Disclosure Scotland website.

3. Purpose

3.1. This policy sets out how the University partnership complies with our legislative duties related to the Protection of Vulnerable Groups (Scotland) Act 2007 in relation to education provision.

3.2. Where our staff and students interact with members of vulnerable groups, we fully comply with the law and uphold the standards expected in the education sector.

3.3. This policy is guided by the following principles:

3.3.1 We will require students to apply for PVG Scheme membership only where it is necessary and required by the relevant legislation.

3.3.2 Information will be processed and handled sensitively and confidentially, ensuring full compliance with Data Protection legislation.

3.3.3 Having a criminal record will not necessarily prevent participation in a course. Please see 3.5 for further information.

3.4 The University partnership has two categories of course subject to PVG Scheme membership:

3.4.1 Category 1: Courses where PVG Scheme membership is required to successfully achieve target qualification, where there is guaranteed contact with vulnerable groups in key elements of the course. If the applicant is listed (i.e. not not allowed to work with one or both of the vulnerable groups) the applicant/student will be unable to achieve target qualification and may be unable to enrol or required to leave the course.

3.4.2 Category 2: Courses where PVG Scheme membership is required for specific optional modules/units, where there is guaranteed contact with vulnerable groups in optional module/unit(s), but an alternative pathway exists to achieve target qualification. If the applicant/student is listed (i.e. not allowed to work with one or both of the vulnerable groups) applicant/student will not be able to enrol on specific optional modules/units.

3.5 Where an applicant is not listed but has criminal convictions that are disclosed as part of the PVG Scheme membership process, a risk assessment will be carried out that will ascertain the applicant's suitability for the course and a future career in the relevant area.

Access to a full range of placement opportunities is subject to the outcome of the PVG Scheme application, which may disclose previous criminal convictions.

4 Scope

4.1 This policy applies to the University and all academic partners.

4.2 This policy applies to all applicants and students regardless of level or mode of study.

5 Exceptions

5.1 This policy does not apply to staff and recruitment to vacancies. Information on staff PVG processes can be obtained from the relevant Human Resources department.

6 Notification

6.1 The policy and related information will be published on our website and course pages where Category 1 or Category 2 PVG Scheme membership conditions apply.

6.2 Staff will be made aware of this policy and any associated guidance through team meetings and information being cascaded from senior management teams.

7 Roles and Responsibilities

7.1 Inverness College UHI Board of Management is responsible for approving the policy and ensuring its legal compliance.

7.2 Principals and Senior Management Teams are responsible for overseeing operational compliance with the policy, and cascading information to appropriate teams.

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

7.4 Relevant staff are responsible for following the policy in their day-to-day role and highlighting any operational challenges that arise.

7.5 The Policy Ownership Group are responsible for developing the policy, accommodating any legislative changes and submitting the policy to Partnership Council for endorsement.

7.6 Students on courses with PVG Scheme membership requirements are obligated to inform staff if they become subject to any criminal investigation or are subject to consideration for listing. Withholding this information may result in the student being unable to obtain the award for which they enrolled.

8 Legislative Framework

- Adults with Incapacity (Scotland) Act 2000
- Adult Support and Protection (Scotland) Act 2007
- Children and Young People (Scotland) Act 2014
- Data Protection Act 2018
- Equalities Act 2010
- General Data Protection Regulation (GDPR) 2018
- 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

9 Related Policies, Procedures, Guidelines and Other Resources

The University and academic partners have their own versions of policies. The links below refer to Inverness College UHI's policies. For other policies please refer to the relevant academic partner websites.

- Approved Placement Policy
- Complaints Handling Procedures
- Criminal Convictions Policy
- Fitness to Study Guidelines
- IT Acceptable Use Policy
- Promoting a Positive Learning Environment Policy
- Safeguarding Policy
- Safeguarding Procedure
- Student Code of Conduct

10 Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0				
1				

ITEM 04i

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Further Education Guidance Policy (UHI Common Policy)
Author: [Name and Job title]	Lindsay Snodgrass, Director of Student Experience
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	20th May 2020
Brief Summary of the paper:	This Policy is a new UHI Common Policy. The policy is required to assist further education students and staff understand student entitlement to guidance during courses.
Action requested: [Approval, recommendation, discussion, noting]	Approval for publication
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	Yes / No **If yes, please specify**:
Risk implications:	Yes / No **If yes, please specify:** Operational: Organisational:
Equality and Diversity implications:	Yes/No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	
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

Inverness College, University of the Highlands and Islands

Further Education Guidance Policy

POL

Lead Officer (Post):	Director of Student Experience
Review Officer (Post):	Access and Progression Manager
Responsible Committee:	Learning, Teaching and Research Committee
Date policy approved:	Click or tap to enter a date.
Date policy last reviewed and updated:	New policy for 2020/21 academic year
Date policy due for review:	Spring 2023
Date of Equality Impact Assessment:	01/02/2020
Date of Privacy Impact Assessment:	n/a

Accessible versions of this policy are available upon request. Please contact the Governance and Policy Officer on 01463 279000.

Policy Summary

Overview	The policy is required to assist further education students and staff understand student entitlement to guidance during courses.
Purpose	The policy explains the terminology around guidance, the key areas addressed in the guidance entitlement and the roles and responsibilities of students and staff with regards to guidance.
Scope	The policy applies to all further education students (see Sections 4 and 5 for further details).
Consultation	The policy has been developed by a policy ownership group made of practitioners from academic partners delivering further education.
Implementation and Monitoring	Inverness College UHI Senior Management Team are responsible for supporting staff responsible for delivering guidance and their managers to implement this policy. Monitoring will be carried out at a local level by Inverness College UHI and at a regional level by the Single Policy Environment Project and Quality staff.
Risk Implications	This policy reduces risk for students, staff and academic partners by clarifying the guidance entitlement which students can expect.
Link with Strategy	This policy is linked to individual Access and Inclusion strategies and the Regional Outcome Agreement.
Impact Assessment	Equality Impact Assessment: Completed February 2020, no further action.
	Privacy Impact Assessment: n/a

1. Policy Statement

1.1. This policy, together with the associated Guidance Entitlement, represents a guidance framework for further education students.

1.2 Our aim is to provide a learning experience that allows students to gain insight into their abilities, interests and preferred learning styles through the provision of effective and appropriate academic and pastoral guidance.

2. Definitions

2.1 **Guidance**: Inverness College UHI Guidance provision focusses on four key areas - personal development, academic feedback, progression (including careers advice) and pastoral care.

2.2 **Guidance Entitlement**: This document sets out the standard of guidance that students can expect from Inverness College UHI from pre-entry to completing their course of study.

2.3 **Pre-entry**: The time before a student enrols on a course, including preparing for an interview for access to the course.

2.4 **Start of programme**: The period of time when a student begins their course, including activities such as enrolment and induction.

2.5 **During programme**: The period of time during the academic session.

2.6 **Pre-exit**: Activities relevant to the preparation of students to progress on from their current course of study.

3. Purpose

3.1 Inverness College UHI is committed to supporting all our students in achieving their educational and personal goals by providing a comprehensive guidance service.

3.2 We will provide holistic support to students by taking a joined-up approach to how a student is supported, utilising where necessary the full range of guidance options with information that is clear, accurate, relevant and up-to-date.

3.3 All students have an individual and personal starting point in their development. In order to help students progress from this starting point we will work in partnership with them. The policy and Guidance Entitlement are intended to empower students and enable them to be active participants in the guidance process.

3.4 Our guidance provision focuses on four key areas:

3.4.1 Personal development: Developing the self-confidence and interpersonal skills of our students and enable them to make decisions and choices within a lifelong learning process

3.4.2 Academic feedback: Motivating our students towards completion and success, developing their learning skills and essentials skills for progression

3.4.3 Progression (including careers advice): Providing information to our students to help them progress onto a new course of study or into employment.

3.4.4 Pastoral care: Supporting the wellbeing of our students. This includes signposting and referring to relevant specialist services.

3.5 Distance learning students will be able to access guidance and support via telephone, email, videoconference and online, including websites and virtual learning environments.

3.6 We will work in partnership with external agencies. This includes organising sessions aimed at students, securing training for our staff from appropriate providers, and referring students to expert and specialist help where appropriate.

3.7 We will use feedback from students and staff to develop our guidance provision and carry out regular evaluations to ensure we continue to improve our service.

4. Scope

4.1 This policy applies to students enrolled on courses normally up to and including SCQF Level 6 (see Section 4.2 for variations to this criteria).

4.2 There are a small number of Scottish Vocational Qualification (SVQ) courses at SCQF Level 7 that are considered as Further Education courses for the purposes of the University partnership. This policy applies to these students.

5. Exceptions

5.1 This policy does not apply to Higher Education students, e.g. normally those students studying courses at SCQF Level 7 and above (see Section 4.2 for variations to this). Higher Education students should refer to their local student support service – studentsupport.ic@uhi.ac.uk

6. Notification

6.1 Students should be made aware of this policy and the Guidance Entitlement during their induction. The policy and Guidance Entitlement will be made available online.

6.2 Staff responsible for providing guidance should be familiar with the policy and Guidance Entitlement and will be made aware of changes by their line managers.

6.3 Line managers of staff responsible for providing guidance should be familiar with the policy and Guidance Entitlement and will be informed of changes by their Senior Management Team.

6.4 The Senior Management Team should be aware of the policy and Guidance Entitlement and will be informed of changes in Senior Management Team meetings.

7. Roles and Responsibilities

7.1 Students should be prepared and encouraged to engage fully with staff in order to maximise the benefit of their guidance entitlement.

7.2 Staff delivering guidance (the Personal Development Team) – promoting guidance entitlement to students, delivering guidance entitlement, identifying issues with delivery and escalating, and referring to specialist services.

7.3 Managers are responsible for implementing the policy operationally, supporting staff delivering guidance, responding to escalated concerns, reporting successes and challenges to the Access and Progression Manager

7.4 The Access and Progression Manager is responsible for supporting managers to implement the policy and operational oversight of the policy. The Director of Student Experience is responsible for any reporting on the policy to the Board of Management.

7.5 The Board of Management are responsible for approving the policy and strategic oversight of it.

7.6 The Further Education Guidance Policy Ownership Group are responsible for reviewing the policy and Guidance Entitlement.

8. Legislative Framework

Adult Support and Protection (Scotland) Act 2007

Scotland's Career Strategy 2020

Children and Young People (Scotland) Act 2014

Data Protection Act 2018

Education (Scotland) Act 2016

Equality Act 2010

General Data Protection Regulation 2018

Human Rights Act 1998

Mental Health (Scotland) Act 2015

Protection of Children (Scotland) Act 2003

Protection of Vulnerable Groups (Scotland) Act 2007

9. Related Policies, Procedures, Guidelines and Other Resources

FE Admissions Policy

Equality, Diversity and Inclusivity Policy

Fitness to Study Procedure

Tertiary Learner Support Policy

Mental Health Strategy

Promoting a Positive Learning Environment Policy

Safeguarding Policy

Safeguarding Procedure

Student Carer Policy

Student Code of Conduct

Access and Inclusion Strategy

Corporate Parenting Plan

10. Version Control and Change History

Version	Date	Approved by	Amendment(s)	Author
0			New policy	FE Guidance Policy Ownership Group
1				
2				
3				
4				

Please note: The below table is indicative only and seeks to outline the core entitlements of every student regardless of mode of study. All of our students are entitled to the range of support services that the college offers, and have access to a variety of ways to provide feedback. Further information on our services is available on our website, at induction, in course handbooks and from course tutors and college staff.

ITEM 04i – Appendix 1

Inverness College UHI Further Education Guidance Entitlements for Students

	Full-time (including distance learners)	Part-time (including distance learners)	Apprentices / work-based learners	Online learners
Pre-entry	• Access to timetable information • Access to broad course information / course handbook • Awareness of key point of contact - Personal Development Adviser (PDA) or equivalent details • Access to clear, current and relevant information around wider services / support / student life: Nursery info; funding availability and support; campus orientation; HISA; library and study support; additional learning support; wellbeing support; accommodation; FAQs • Awareness of how to get in touch with the college if you have any queries or need support before you start	• Access to timetable information • Access to broad course information / course handbook • Awareness of key point of contact - Personal Development Adviser (PDA) or equivalent details • Access to clear, current and relevant information around wider services / support / student life: Nursery info; funding availability and support; campus orientation; HISA; library and study support; additional learning support; wellbeing support; accommodation; FAQs • Awareness of how to get in touch with the college if you have any queries or need support before you start	• Access to timetable information • Access to broad course information / course / apprentice handbook • Awareness of key point of contact - Personal Development Adviser (PDA) or equivalent details • Access to clear, current and relevant information around wider services / support / student life, including where appropriate: Funding availability and support; campus orientation; HISA; library and study support; additional learning support; wellbeing support; FAQs. • Awareness of how to get in touch with the college if you have any queries or need support before you start	• Access to timetable information • Access to broad course information / course / apprentice handbook • Awareness of key point of contact - Personal Development Adviser (PDA) or equivalent details • Access to clear, current and relevant information around wider services / support / student life, including where appropriate: Funding availability and support; HISA; library and study support; additional learning support; wellbeing support; FAQs. • Awareness of how to get in touch with the college if you have any queries or need support before you start
Start of programme / Induction	• Given a student card as part of your enrolment • Awareness of the Student Code of Conduct / expectations of you • Given a comprehensive overview of support services highlighting -	• Given a student card as part of your enrolment • Awareness of the Student Code of Conduct / expectations of you • Given a comprehensive overview of support services highlighting -	• A student card will be made available to you as part of your enrolment • Awareness of the Student Code of Conduct / expectations of you • Given a comprehensive overview of support services highlighting -	• A student card will be made available to you as part of your enrolment • Awareness of the Student Code of Conduct / expectations of you • Given a comprehensive overview of support services highlighting -

Please note: The below table is indicative only and seeks to outline the core entitlements of every student regardless of mode of study. All of our students are entitled to the range of support services that the college offers, and have access to a variety of ways to provide feedback. Further information on our services is available on our website, at induction, in course handbooks and from course tutors and college staff.

Start of programme / Induction continued	wellbeing services; funding availability and support; learning support; signposting and referral to specialist services e.g. mental health support and counselling. • Engagement in a programme of Induction led by the course team • Engagement with your PDA or equivalent • Feel well orientated around the campus • Issued with relevant PPE / kit • Awareness of HISA / opportunities for class rep / wider student life • Awareness of the online Student Hub • Engagement in ICT orientation including email, Bright Space and MyDay • Opportunity to provide feedback through the Early Experience Survey	wellbeing services; funding availability and support; learning support; signposting and referral to specialist services e.g. mental health support and counselling. • Engagement in a programme of Induction led by the course team • Engagement with your PDA or equivalent • Feel well orientated around the campus • Issued with relevant PPE / kit • Awareness of HISA / opportunities for class rep / wider student life • Awareness of the online Student Hub • Engagement in ICT orientation including email, Bright Space and MyDay • Opportunity to provide feedback through the Early Experience Survey	wellbeing services; funding availability and support; learning support; signposting and referral to specialist services e.g. mental health support and counselling. • Engagement in a programme of Induction led by the course team • Engagement with your PDA or equivalent • Where appropriate: Feel well orientated around the campus • Where appropriate: Issued with relevant PPE / kit • Access to regular 'check-ins' with PDA or equivalent • Awareness of HISA / opportunities for class rep / wider student life • Awareness of the online Student Hub • Engagement in ICT orientation including email, Bright Space and MyDay • Opportunity to provide feedback through the Early Experience Survey	wellbeing services; funding availability and support; learning support; signposting and referral to specialist services e.g. mental health support and counselling. • Engagement in a programme of Induction led by the course team • Engagement with your PDA or equivalent • Access to regular 'check-ins' with PDA or equivalent • Awareness of HISA / opportunities for class rep / wider student life • Awareness of the online Student Hub • Engagement in ICT orientation including email, Bright Space and MyDay • Opportunity to provide feedback through the Early Experience Survey
During programme	• Engage in a range of activities which develop my employability skills • Access to regular 'check-ins' with PDA or equivalent • Access to 1:1 support from PDA or equivalent around progression / next steps	• Engage in a range of activities which develop my employability skills • Access to regular 'check-ins' with PDA or equivalent • Access to 1:1 support from PDA or equivalent around progression / next steps	• Engage in a range of activities which develop my employability skills • Access to 1:1 support from PDA or equivalent around progression / next steps • Ongoing tailored support, advice and guidance from relevant staff	• Engage in a range of activities which develop my employability skills • Access to 1:1 support from PDA or equivalent around progression / next steps • Ongoing tailored support, advice and guidance from relevant staff

Please note: The below table is indicative only and seeks to outline the core entitlements of every student regardless of mode of study. All of our students are entitled to the range of support services that the college offers, and have access to a variety of ways to provide feedback. Further information on our services is available on our website, at induction, in course handbooks and from course tutors and college staff.

	• Ongoing tailored support, advice and guidance from relevant staff • Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling. • Opportunity to be involved in the life and work of the college	• Ongoing tailored support, advice and guidance from relevant staff • Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling. • Opportunity to be involved in the life and work of the college	• Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling. • Opportunity to be involved in the life and work of the college	Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling. • Opportunity to be involved in the life and work of the college
Pre-exit	• Opportunity to provide feedback on your college experience through the Student Satisfaction Survey • Access to references for future jobs / education applications • Opportunity to discuss progression and/or career options with relevant staff member	• Opportunity to provide feedback on your college experience through the Student Satisfaction Survey • Access to references for future jobs / education applications • Opportunity to discuss progression and/or career options with relevant staff member	• Opportunity to provide feedback on your college experience through the Student Satisfaction Survey • Access to references for future jobs / education applications • Opportunity to discuss progression and/or career options with relevant staff member	• Opportunity to provide feedback on your college experience through the Student Satisfaction Survey • Access to references for future jobs / education applications • Opportunity to discuss progression and/or career options with relevant staff member

Appendix 4

Equality Impact Assessment Form

Department/Section: Tertiary
Author/Owner: TBC
Date of Assessment: 11.03.2020
Signature:
Review Due: Approval + 3 years
Date:

Step 1

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

Single Policy on Protecting Vulnerable Groups (PVG) Scheme Membership for Students, applicable to the University and all academic partners. The policy will provide a unified approach to administration of the Protecting Vulnerable Groups (PVG) membership scheme for all students.

New ☑
Revised ☐
Existing ☐

Who will be affected?

The policy applies to the University of the Highlands and Islands and all academic partners.

Who will be consulted?

- Policy Ownership Group made up of representatives from all Academic Partners and other key contacts (e.g Academic Registrar)
- Academic Partner Local Staff Consultation including relevant staff and student groups

Evidence available:

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

Local evidence available from the University/Academic Partners.

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	P	P	P	P	P	P	P	P	P
Advancing Equality of Opportunity.	P	P	P	P	P	P	P	P	P
Promoting Good Relations.	P	P	P	P	P	P	P	P	P

Step 3

Action to be taken:

Implementation of the Policy and Procedures will be managed on a local basis with support from Quality Managers and Clerks to Boards. After the policy's review date (or before if legislative changes require) the Group will add any key contacts and reconvene the regular short meetings to make necessary amendments to the policy and underpinning procedures.

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 Nicholas Oakley, Governance and Policy Officer.

ITEM 5

University of the Highlands and Islands Inverness College

Subject/Title:	Extension of BDO contract
Author: [Name and Job title]	Roderick M Ferrier, Director of Finance (Shared) Lisa Ross, Board Secretary
Meeting:	Audit Committee
Meeting Date:	30 June 2020
Date Paper prepared:	23 June 2020
Brief Summary of the paper:	The paper provides information on the extension of the BDO contract which was approved by the Audit Committee on 2 June 2020. .
Action requested: [Approval, recommendation, discussion, noting]	Approval
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	Compliance / Risk Management
Resource implications:	None
Risk implications:	Yes / No **If yes, please specify:** Operational: None Organisational: None
Equality and Diversity implications:	No
Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	Confidential

ITEM 5

Freedom of Information Can this paper be included in "open" business* [Yes/No]	No

*If a paper should **not** be included within "open" business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		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

ITEM 06a

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Revenue Budget 1 August 2020 – 31 July 2021
Author:	Roderick M Ferrier, Director of Finance (Shared)
Meeting:	Board of Management
Meeting Date:	Pre 31 July 20 (Approval sought by Teams meeting)
Date Paper prepared:	26 June 2020
Brief Summary of the paper:	Advise the Board of the Revenue Budget for the year 1 August 2020 – 31 July 2021.
Action requested: [Approval, recommendation, discussion, noting]	**Consideration, discussion and approval**
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	**Yes – monitors operational finance that links to strategic plan**
Resource implications:	Yes **If yes, please specify**: Finance
Risk implications:	Yes **If yes, please specify:** Financial Operational

	Organisational
Equality and Diversity implications:	N/A **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	
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

Recommendation(s):

That members approve the College's 2020-21 Revenue Budget.

Purpose of report:

Advise the Board of the Revenue Budget for the year 1 August 2020 – 31 July 2021, and ask for the Board to approve it.

Background

There is an annual Revenue Budget prepared each year and has to have approval by the Board by 31 July of each year and prior to the commencement of the new financial year.

Current Situation

From Sheet Summary A the base loss for 2020-21 including recovery plan actions and phasing of them is £272,550 base loss, excluding Covid 19. Given the situation Inverness College was facing a number of months ago, this is a satisfactory position.

However, what makes 2020-21 worse is Covid 19, and with flakes-offs in income anticipated, there is a possibility that this could see the deficit increase to near £940,000 (this latter position is highly uncertain though). Assuming the effects of Covid 19 are felt for only one year, then *draft* projections for the year beyond demonstrate the positive effects of delivering on financial recovery.

Financial Management

While I have a large responsibility in terms of my training and position, and seek to have the Finance Service provide the necessary information in which to manage the college, and do all in my power to assist colleagues in looking for efficiencies and savings, the person who is the Chief Accountable Officer is the Principal. He signs the year-end accounts along with the Chair, and he signs the Financial Forecast Returns. For further comments on my views regarding the financial situation the college faces, see narrative under Finance Director's comments. Similarly, colleagues in the SMT have responsibilities as budget holders that require their direct attention as the budget evolves and savings are allocated.

Budget Preparation

The last couple of years I and North Highland College's Finance Manager, undertook the budget exercise for North Highland College, seeking to split it roughly 50/50. However, this year I have done the whole budget with Finance Assistants helping with profiling and loading up of data. I sought to front-load the staffing budgets in February/March aware of shared finance service discussions with Inverness College. This obviously has been a lot more work on my desk, so this has been on the go in the background as I have tried to get to grips with Inverness College finances. The reason I have done it all is that North Highland College's Finance Manager has been more than busy with the Sun Accounts Accounting Software upgrade, and I have felt it important not to over-burden her. Her skill and knowledge with the software and its upgrade is helping Inverness College.

For Inverness College I have led the 2020-21 budget preparation process which commenced early May. Budget matrices designed by me and North Highland College's Finance Manager were set up for Inverness College by the Internal Project Manager. A few days delay was enacted while senior approval was secured on the budget process which has been a bit different from previous years. All budget holders have been given the opportunity to be engaged in the process of reviewing historic

information and inputting into the budget process in relation to the cost centres they are responsible for. Some have engaged; in other cases, less so.

The Finance Service sought to get budget uploads into the old version of Sun Accounts before the last week in May, but struggled to complete this before going live on the new system. This was primarily due to non-delivery from some budget holders. During the course of budget preparation for both North Highland College and Inverness College, about two weeks was lost in late May and early June due to the upgrade of the accounting software - Sun Accounts. This meant that the budget process stood still for a couple of weeks, with the transfer across to the new system. There is never a *right* time for such a cross-over. This added to the pressures of preparation. In the second week of June data extraction commenced with reports having been written. New data extract reports have had to be rewritten and new ones set up from scratch. Some have been done, and others still to be done. Kelly Mackenzie has done the report set-ups with top level modelling was done by me.

I am concerned about some budget holders saying that 2019-20 budgets were not solid, and they had never been involved. There has been some non-engagement by budget holders in other areas in 2020-21, and I am still trying to get a feel for the general culture. This is not so easy to pick up in a Covid 19 environment. Working remotely at home has put pressure on staff – I have seen me lose a day of work from time to time due to slow updates, slow computer, etc and I know front line Finance staff have occasionally experienced the same.

In discussion with senior Finance staff there has been an effort to sense check the figures in some detail, and this has taken a bit of time. Also the Senior Management Team has been given the opportunity to review the budget and input into key areas.

In the main ledger I have tried to include a non-Covid budget. I have also sought to produce a Covid budget outwith the main ledger to the best of my ability and in discussion with senior staff. The latter is a best guess. I do not see the point of producing endless scenarios, as this Covid 19 situation is a fluid situation. It is a difficult exercise, and one can only produce a best guesstimate. One of the main worries is the attitude of the SDS which is far less flexible and supportive than the SFC has been. So securing income from this source in an efficient way, is proving a concern at present.

Strategic Considerations

Even before Covid 19 hit society and the College, the College was struggling financially. What is sobering though is that the three largest colleges in UHI are facing financial difficulties. Moray College has had financial problems the last number of years and is struggling financially; Inverness College is facing a major loss and offering a VSS scheme; and Perth also is offering a VSS scheme. UHI EO budget is also projecting a large deficit for 2020-21. Covid 19 is going to have financial implications, but it may be the shock that finally forces major change in the partnership.

UHI is sheltered from some of the worst of Covid 19, in that it does not have many overseas students relative to other universities. Some universities in the south of Scotland are claiming huge black holes in university finances due to anticipated loss of overseas students. This may be true to some extent, but as the Inverness Depute Principal and Director for Planning rightly pointed out to me it may be that they can innovatively deliver and continue to deliver to a higher nos of overseas students than they are currently advising; and that they are also making a political point to the government.

However, of what is more concern to UHI and the colleges, is intermediate to longer term. Larger universities are now looking at how to deliver their curriculum a lot cheaper than they currently do, including digital delivery. I am hearing of an effort by some of these institutions to obtain the services

of UHI staff (poach) who have expertise in delivering curriculum digitally. Thus going forward, the competition from this could be much more challenging.

Covid 19 is also making the Senior Management Team seriously consider longer term home working for some staff. This is a work in progress whose implications have still to be worked out.

In the short term, managing Covid 19 will cost some additional monies in terms of masks; gloves; sanitisers; and plastic shielding in reception areas. Also cleaning staff will have to be focused on additional cleaning of door handles, and other surfaces prone to human touch. There is a worry that some of the College income drivers may suffer – eg salon income, hospitality income, and commercial drivers. And also SDS income may be affected.

Quite simply within the UHI partnership we have to find ways of teaching with less cost at both HE and FE level; and also progress reducing senior jobs, and get support delivered more cheaply.

Financial Environment

Inverness College Board is being presented with a deficit budget. The Board is pushing the financial recovery process and tasked the Principal to deliver this. You are therefore fulfilling your statutory obligations in the environment the college is now operating in. The longer-term issue for the college and its Board is the on-going financial challenge.

In previous years FE has seen increases for increased ER Superannuation and other effects of National Bargaining, but inflation increases have been inadequate, or non-existent. One of the challenges is that the last few years there have been no inflation increases in the main FE Teaching Grant. And even if there are FE funding increases, they have been minimal and not inflated for pay inflation; also HE income has barely increased in terms of unit of resource. Thus the business model the UHI colleges have been operating in is not financially viable long-term. Taken simply for Inverness College:

A 1% increase in FE main Teaching funding is approximately:

£9.5 million * 1% = £95,000 per annum

A 1% increase in Staff costs is approximately:

£17 million * 1% = £170,000 per annum

Increases in HE funding have been negligible and in 2019-20 were 0.19%. FE funding increases to cover pay inflation increases have not been awarded for a number of years.

However, for 2020-21 the following parameters have been provided by SFC and UHI:

- FE funding inflation increase – 1.8%
- HE funding inflation increase – 4.66%

For 2020-21 the %age rise in HE funding coming from UHI is the highest I have seen in years, and is most welcome. Although the trend in HE student nos is downwards, and this is contributing to the instability of the College, the increase in Group funding is welcome and sustaining the income driver.

Presentation and Collation

The budget has been split into three areas. Main College; Nursery; and Research. Nursery is not a key function of the college, and Research should be monitored separately. Over the next few years, I recommend Research in Inverness should aim to cover its direct staff costs and direct overheads. The Nursery has been budgeted for but is being looked at to reduce loss exposure.

Board members should be aware that Incorporated colleges like Inverness should seek to budget for a balanced RDEL position. Hence in the layouts I do, this is what I focus on.

I have therefore done the following:

- Strip out Student Support funding – this is completely separate from the main college accounts.
- Put Depreciation and Deferred Grant Release below the line – it is not included in RDEL
- I have disclosed the unitary charge and funding within RDEL but also separate simply to give a bit more information. In previous financial disclosure the income was disclosed as higher than cost, but when VAT is taken into account, this is a net cost. The figure is so high I have decided to disclose it separately.

Notes – Ex Covid 19 Sheet Summary B

A Budgeted staff costs in the ledger come to £16.95 million. I have sense checked this, reviewing monthly data over the last 10 months. I am concerned that this is too low. I am worried that the budget includes some recovery plan actions, and we are also cutting through the Recovery Plan actions and therefore double-cutting. See Appendix 4 for some workings checks. I have therefore increased this to £17.4 million. Last year's final budget included a £700,000 cut to temporary teaching so if this is added back, then the budgets make more sense. Projected Temporary Teaching costs are heading for an underspend compared to the reinstated figure.

B FE Infrastruture and Estates funding has been top-sliced by £45,000 ear-marked for laptops and IT solutions in Covid 19 environment

C As at 1 August 2020, approximately £650,000 annual savings will have been delivered by the Recovery Plan.

D The Annualised savings of the Recovery Plan is approximately £1.3 million. Thus accounting for the above there will be another £650,000 to be delivered in 2020-21; and its is assumed that this will deliver 50% over the year due to phasing = £325,000 saving in 2020-21.

E In discussion with the Director or Organisation and Development, it is estimated that VSS payments and associated costs could be around £450,000

Notes – Ex Covid 19 Sheet Summary B

The following should be noted in an **Ex-Covid world**:

1. Draft figures for main FE funding have been received. This has still to be approved in the usual committee cycle. The details of this are given in Appendix 1. The main issue to note is that some of the main funding includes a provision for Support Staff Job Evaluation. This is excluded as the financial effects of this are not included in staff costs, because this exercise has still to be finalised within the College sector (it is a work in progress at present). I have used the figure the previous Finance Director used last year. To be fair to the previous Finance Director, she was far better and more competent on National Bargaining than me, and I reckon this figure will be solid. Once this exercise is finished then it is likely that staff costs will increase, and this funding provision will be released to funding thus matching costs and funding (hopefully!). The increase from the previous year's budget is over 2.8% of which 1.8% is to cover inflation.

2. The annual Estates Maintenance funding from the SFC for FE has been increased – this is a £38,645 increase on 2019-20 budget (56% increase) which given the estates pressures the college faces is welcome. See Appendix 1
3. The workings for the RAM/MicroRam are given in Appendix 2. The projections for student numbers have been reduced from 1,604 (2019-20 projected nos) to 1,491. The RAM is increasing in age% terms by 4.66% per Group which is a welcome increase. The MicroRam has been budgeted at £400,000 net outflow to the college. The MicroRam outflow in 2019-20 is likely to be about this figure.
4. Significantly lower in relation to the 19/20 budget. However, this is mainly due to the LIS funding from UHI previously shown under this heading now being shown under Miscellaneous income. LIS income has been budgeted for at £404,582 for (based on 19/20 budget + 3% inflation). See Note 18 also.
5. This budget relates to Research Excellence Grant and University Innovation Fund. Details are given in Appendix 2.
6. FE fees budget is based on 2018-19 actuals
7. The budget for HE Fees – see Appendix 3. The nos have been provided by Roddy Henry.
8. Evening class fees are based on previous years' actuals.
9. Student Residential Fees – budget for near £0 at present.
10. There is no income projected from ESF as excess credit delivery will not be delivered.
11. This relates to funding for PHDs and has been budgeted in discussion with the Research department. This is the first time this element of income has been stripped out.
12. Other Grants relate to Research income. In the future it is hoped to split this a bit between projects and consultancy, but at present it is all under one heading. There have been detailed discussions with the Research department around this figure and the sources of projects.
13. Catering (cafes and shop) income budget has reduced for 20-21 reflecting the expected lower (pre-Covid) student numbers and the removal of internal hospitality previously included within sale of food. The Training Restaurant budget has reduced to £13,000 to reflect past outturn.
14. The SDS type figures have been prepared based on apprentices in the system and agreements re CITB, SECT, together with detailed review by those responsible for this area of income generation.
15. Nursery Income has been discussed and reviewed by the SMT. It has been budgeted for the whole year, but this is under review.
16. Short course income is budgeted based on a mix of face to face and online short courses provided to satisfy the needs of employers and individuals seeking CPD and/or upskilling. There is a comprehensive schedule of courses planned for 20-21.
17. Funding from the SFC for the Unitary Charge is based on current monthly income.
18. See Note 4. This is a new heading, previously included under Other Grants.
19. Other Income – this covers a broad range of income sources – 20-21 budget is broadly in line with 19-20 budget and actuals taking account the current lockdown situation.
20. Base budgeted staff costs in the ledger come to £16.95 million. I have sense checked this, reviewing monthly data over the last 10 months. I am worried that this is too low. I am worried that the budget includes some recovery plan actions, and therefore we would be double cutting. See Appendix 4 for some workings checks. I have therf
21. A detailed review has been undertaken on the estate budgets, and these are considered fair.
22. See note 17 re: funding – this is the cost element
23. Budgets for academic materials have been increased – based on what I have reviewed and comparing to North Highland College, I do not think they are inappropriate. Input from curriculum managers has been sought in establishing these budget figures. SMT has also reviewed. There are also some other costs here also.

24. Refectory and Food Supplies – this budget is compiled in direct correlation to the catering income and assumes food supplies account for 42% of income, figures derived from monitoring of cost/income data by the Commercial Manager.
25. Other Student Costs – a large proportion of these costs are covered by SDS grant income covering all student travel and accommodation paid out by the college.
26. The ICT budget has over the years has proved to be insufficient. Capital monies when available have been used to procure new equipment and also funds sought from the ALF fund. To attempt to maintain a necessary 5 year replacement cycle for equipment additional revenue budget is required. However Covid 19 is probably making the College think of this going forward. See Note B
27. These budget headings have been reviewed in detail by SMT – the nature of some of these costs is that they vary year on year e.g. consultancy and legal advice. Internal Printing and Photocopying budget has been reduced due to the decision to reduce the number of printers in operation within the college by almost 50%.
28. Reviewed in detail by SMT
29. Some of the College's marketing work is currently undertaken by a College Intern whose fixed term contract is coming to an end. There will be a requirement for some of this work to be outsourced contributing to part of this increase. In discussion with SMT it was hoped that some longer-term savings could be achieved through more collaborative working between colleges and/or UHI.
30. VAT – this budget has been compiled taking into account the rates of VAT applicable to different types of expenditure. As a college the bulk of our VAT is irrecoverable so is a real cost to us.

Further work in progress

The College Senior Management Team have enacted further reviews on the following areas:

- Review Transport requirements including lease renewals
- Multi-functional devices – review lease renewals and use of stationery

Risks Downside

- VSS may not generate sufficient interest
- Covid 19 is a bit of guess-work
- Timing of projected savings that are sufficient to maintain adequate working capital. However, from the budgeted loss position this should be manageable.

Risks Upside

- The College will not be held to Credit targets for 2020-21, provided the shortfall can be attributed to Covid 19.
- The magnitude of financial pressures in the whole UHI partnership is finally making the whole institution realise how seriously changes have to take place in terms of partnership working. This is very late in the day, but welcome.

Finance Director's comments and Conclusion

Inverness College has been given a scare regarding financial management and control. The good news is that although the college will face a deficit in 2019 -20 and also a budgeted deficit in a Covid 19 environment in 2020-21 of £940,000 RDEL, the college is likely to be able to able to meet these deficits

out of its current cash resources. It could be a lot worse. The reason that things are not quite so bad as first feared are:

- Research budget deficit of £108,000 is substantially better than the previous budget deficit of 2019-20 of £536,000.
- The MicroRam hit of £390,000 is £260,000 better than previously anticipated.
- The results of some Finance Recovery Plan actions are already being felt.

Concurrent with the current recovery plan and on-going will be an embedded process of financial sustainability review. This is likely to involve discussions not just of the college in isolation but working within the UHI college partnership for a more efficient partnership.

In terms of modelling some members may be querying the year to date figures for 2019-20 being so good. Bear in mind the following. Income for the month for June has been received, but staff pay has to be included. Also there will be a MicroRam hit of near £390,000 in July reducing income. Also there will be less income received from the SFC in the last two months compared to trend, as FE income has been front-loaded in a measure.

Student Support Budget

Student Support funding is not part of the main college accounts. The College receives funding from the Scottish Funding Council which is specifically for this purpose of Student Support. If there is an underspend on funding received, this is reimbursed to the SFC. Any such underspend cannot be used to support a deficit position in the College's main accounts.

FE Funding for student Support has still to be finalised and I have included Option 3 which was presented to Finance Directors in May 2020. I have also estimated HE Hardship funding of £101,000.

The costs have been collated based on 2018-19 actuals and the main Bursary cost figure uplifted upwards in excess of this.

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

	Note	Final Ledger Budget 31-Jul-21 £	Staff Costs Inflation 1% £
Income			
Scottish Funding Council Grants		9,924,636	9,924,636
UHI		4,898,398	4,898,398
Tuition Fees		3,181,815	3,181,815
Other Grants		846,049	846,049
Refectory and Training Restaurant		746,519	746,519
SDS		1,365,807	1,365,807
Commercial		852,373	852,373
Miscellaneous		831,619	831,619
		22,647,216	22,647,216
Expenditure			
Staff Costs		16,976,422	17,146,187
Additional Uplift	A	423,578	427,813
Inflation		0	0
Finance Recovery Complete		0	0
		17,400,000	17,574,000
Premises		1,248,550	1,248,550
Other Operating Costs		4,015,582	4,015,582
		22,664,132	22,838,132
		(16,917)	(190,917)
Unitary Charge			
Funding		4,837,824	4,837,824
Net Costs		4,354,548	4,354,548
VAT		870,910	870,910
		5,225,458	5,225,458
		(387,634)	(387,634)
College Position - RDEL pre FRP and VSS Surplus/(Deficit)		**(404,550)**	(578,550)
Top Slice Infrastructure and Estates Funding	B	(45,000)	(45,000)
		(449,550)	(623,550)
Finance Recovery - Actions complete at 1 August 20	C	650,000	650,000
		200,450	26,450
Finance Recovery - Actions to complete in 2020-21	D	325,000	325,000
		525,450	351,450
Estimated Redundancy Costs	E	(450,000)	(450,000)
College Position - RDEL with VSS		**75,450**	**(98,550)**
Deferred Grant Release		600,000	600,000
Depreciation		(1,536,000)	(1,536,000)
		(936,000)	(936,000)
(Deficit)/Surplus		**(860,550)**	**(1,034,550)**

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

ITEM 06A

Income Details	Final Budget 31-Jul-21 £	Staff Costs Inflation 1% £
SFC Grants		
Recurrent Grant	9,817,085	9,817,085
Infrastructure and Estates	107,551	107,551
	9,924,636	9,924,636
UHI		
Ram/MicroRam	4,563,921	4,563,921
Other Funding	217,258	217,258
Research	108,129	108,129
UHI Income	9,090	9,090
	4,898,398	4,898,398
Tuition Fees		
FE	108,606	108,606
HE	2,905,126	2,905,126
Overseas Fees	152,913	152,913
Evening and Vocational	15,120	15,120
Student Residential Fees	50	50
	3,181,815	3,181,815
Other Grant Funding		
ESF	0	0
Postgradute (PHD) Funding	171,450	171,450
Other Grants	674,599	674,599
	846,049	846,049
Refectory and Training Restaurant		
Catering Income	613,664	613,664
Shop/Training Restaurant	131,079	131,079
Vending Machine	1,776	1,776
	746,519	746,519
SDS and Similar		
Modern Apprenticeships	901,814	901,814
Foundation Apprentices	275,000	275,000
Graduate Apprenticeships	188,993	188,993
CITB	0	0
Individual Learning Accounts	0	0
	1,365,807	1,365,807
Commercial		
Nursery Fees	195,000	195,000
HC Pre-School Funding	75,000	75,000
FWDF Income	353,000	353,000
Research	5,362	5,362
Consultancy	0	0
Short course Income	211,005	211,005
Commercial	13,006	13,006
	852,373	852,373
Unitary Charge - funding	4,837,824	4,837,824
Miscellaneous	831,619	831,619
Deferred Grant Release	0	0
	22,647,216	**22,647,216**

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Micellaneous	**Final Budget 31-Jul-21 £**	**Staff Costs Inflation 1% £**
Hire of Accommodation	12,000	12,000
Childcare Voucher Payroll	0	0
Endowments and Donations	0	0
Photocopying Charges	1,784	1,784
Sale of Materials	8,927	8,927
Sale of Equipment	3,766	3,766
Hire of Equipment	800	800
Income from Vehicles	514	514
Telephone Income	1	1
Salon Income	46,050	46,050
Exam Fee Income	11,179	11,179
LIS Income	404,582	404,582
Deposits	6,114	6,114
Other Income	324,937	324,937
Foundation Support	0	0
Bank Interest	10,100	10,100
Library Charges	865	865
Discount Recived	0	0
Support for Learners	0	0
	831,619	831,619

ITEM 06A

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Expenditure Details	**Final Budget 31-Jul-21 £**	**Staff Costs Inflation 1% £**
Staff Costs		
Teaching and Support	15,894,505	15,894,505
Early Learning Centre	375,216	375,216
Research	682,727	682,727
Furlough - Covid 19	0	0
	16,952,448	16,952,448
Staff Costs Inflation		
Other Staff Costs	23,974	23,974
	16,976,422	16,976,422
Premises:		
Maintenance and Repairs	78,966	78,966
Fixtures and Fittings	4,932	4,932
Energy Costs	430,868	430,868
Rents	64,037	64,037
Rates and Water	59,762	59,762
Cleaning and Domestic	289,259	289,259
Insurance	108,257	108,257
Premises Other Costs	97,269	97,269
Wider Groundwork Agreement	115,200	115,200
	1,248,550	1,248,550
Unitary Charges and Major Costs	4,354,548	4,354,548
	5,603,098	5,603,098
Operating Costs		
Equipment/Materials	848,356	848,356
Refectory and Food supplies	403,243	403,243
Other Student Costs	212,710	212,710
Telephones & Postages	63,265	63,265
IT Costs	684,932	684,932
Transport Costs	168,421	168,421
Print, Photocopying and Stationery	65,387	65,387
Consultancy and Legal	184,411	184,411
Financial Services	186,692	186,692
Other Services	0	0
Exam and Registration	376,494	376,494
Student Awards	0	0
Miscellaneous	1,324	1,324
Board of Management	509	509
Advertising and Marketing	80,473	80,473
Hospitality	69,672	69,672
Bad Debts	40,000	40,000
HISA Costs	50,759	50,759
VAT	578,934	578,934
Bank and Loan Interest	0	0
	4,015,582	4,015,582
Central Costs		
Depreciation	0	0

ITEM 06A

Revaluation Reserve	0	0
	0	0
	26,595,103	**26,595,103**

Unitary Charges and Major Costs	4,354,548	4,354,548
VAT at 20%	870,910	870,910
	5,225,458	5,225,458

ITEM 06A

25-Jun-20

Budget 31-Jul-21 Staff Costs Inflation 2% £	Staff Costs Inflation 3% £	Covid %ages	Covid Budget 31-Jul-21 Staff Costs Inflation 2% £	Ex Covid Indicative Budget 31-Jul-22 £
9,924,636	9,924,636		9,924,636	9,924,636
4,898,398	4,898,398		4,898,398	4,898,398
3,181,815	3,181,815		3,154,664	3,181,815
846,049	846,049		846,049	846,049
746,519	746,519		373,260	746,519
1,365,807	1,365,807		1,319,408	1,365,807
852,373	852,373		546,372	852,373
831,619	831,619		715,360	831,619
22,647,216	22,647,216	(869,071)	21,778,145	22,647,216
17,315,951	17,485,715		17,315,951	17,315,951
432,049	436,285		432,049	432,049
0	0		0	328,960
0	0		0	(1,300,000)
17,748,000	17,922,000		17,748,000	16,776,960
1,248,550	1,248,550		1,248,550	1,248,550
4,015,582	4,015,582		3,813,961	4,015,582
23,012,132	23,186,132	201,621	22,810,511	22,041,092
(364,917)	(538,917)	(667,449)	(1,032,366)	606,123
4,837,824	4,837,824		4,837,824	4,837,824
4,354,548	4,354,548		4,354,548	4,354,548
870,910	870,910		870,910	870,910
5,225,458	5,225,458		5,225,458	5,225,458
(387,634)	(387,634)		(387,634)	(387,634)
(752,550)	(926,550)		(1,420,000)	218,490
(45,000)	(45,000)		(45,000)	(45,000)
(797,550)	(971,550)		(1,465,000)	173,490
650,000	650,000		650,000	0
(147,550)	(321,550)		(815,000)	173,490
325,000	325,000		325,000	0
177,450	3,450		(490,000)	173,490
(450,000)	(450,000)		(450,000)	0
(272,550)	**(446,550)**	(667,449)	**(940,000)**	**173,490**
600,000	600,000		600,000	600,000
(1,536,000)	(1,536,000)		(1,536,000)	(1,536,000)
(936,000)	(936,000)		(936,000)	(936,000)
(1,208,550)	**(1,382,550)**		**(1,876,000)**	**(762,510)**

Budget 31-Jul-21 Staff Costs Inflation 2% £	Staff Costs Inflation 3% £		Covid Budget 31-Jul-21 £
9,817,085	9,817,085		9,817,085
107,551	107,551		107,551
9,924,636	9,924,636		9,924,636
4,563,921	4,563,921		4,563,921
217,258	217,258		217,258
108,129	108,129		108,129
9,090	9,090		9,090
4,898,398	4,898,398		4,898,398
108,606	108,606	75%	81,454
2,905,126	2,905,126		2,905,126
152,913	152,913		152,913
15,120	15,120		15,120
50	50		50
3,181,815	3,181,815		3,154,664
0	0		0
171,450	171,450		171,450
674,599	674,599		674,599
846,049	846,049		846,049
613,664	613,664	50%	306,832
131,079	131,079	50%	65,539
1,776	1,776	50%	888
746,519	746,519		373,260
901,814	901,814		901,814
275,000	275,000	90%	247,500
188,993	188,993	90%	170,094
0	0		0
0	0		0
1,365,807	1,365,807		1,319,408
195,000	195,000	25%	48,750
75,000	75,000	75%	56,250
353,000	353,000	75%	264,750
5,362	5,362		5,362
0	0		0
211,005	211,005	75%	158,254
13,006	13,006		13,006
852,373	852,373		546,372
4,837,824	4,837,824		4,837,824
831,619	831,619		715,360
0	0		0
22,647,216	**22,647,216**	(869,071)	**21,778,145**

Budget 31-Jul-21 Staff Costs Inflation 2% £	Staff Costs Inflation 3% £		Covid Budget 31-Jul-21 £
12,000	12,000	0%	0
0	0		0
0	0		0
1,784	1,784		1,784
8,927	8,927		8,927
3,766	3,766		3,766
800	800		800
514	514		514
1	1		1
46,050	46,050	50%	23,025
11,179	11,179		11,179
404,582	404,582		404,582
6,114	6,114		6,114
324,937	324,937	75%	243,703
0	0		0
10,100	10,100		10,100
865	865		865
0	0		0
0	0		0
831,619	831,619		715,360

Budget 31-Jul-21 Staff Costs Inflation 2% £	Staff Costs Inflation 3% £		Covid Budget 31-Jul-21 £
15,894,505	15,894,505		15,894,505
375,216	375,216		375,216
682,727	682,727		682,727
0	0		0
16,952,448	16,952,448		16,952,448
23,974	23,974		23,974
16,976,422	16,976,422		16,976,422
78,966	78,966		78,966
4,932	4,932		4,932
430,868	430,868		430,868
64,037	64,037		64,037
59,762	59,762		59,762
289,259	289,259		289,259
108,257	108,257		108,257
97,269	97,269		97,269
115,200	115,200		115,200
1,248,550	1,248,550		1,248,550
4,354,548	4,354,548		4,354,548
5,603,098	5,603,098		5,603,098
848,356	848,356		848,356
403,243	403,243	50%	201,621
212,710	212,710		212,710
63,265	63,265		63,265
684,932	684,932		684,932
168,421	168,421		168,421
65,387	65,387		65,387
184,411	184,411		184,411
186,692	186,692		186,692
0	0		0
376,494	376,494		376,494
0	0		0
1,324	1,324		1,324
509	509		509
80,473	80,473		80,473
69,672	69,672		69,672
40,000	40,000		40,000
50,759	50,759		50,759
578,934	578,934		578,934
0	0		0
4,015,582	4,015,582		3,813,961
0	0		0

ITEM 06A

0	0		0
0	0		0
26,595,103	**26,595,103**	201,621	**26,393,482**
4,354,548	4,354,548		4,354,548
870,910	870,910		870,910
5,225,458	5,225,458		5,225,458

ITEM 06A

INVERNESS COLLEGE **24-Jun-20**

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

	Note	Final Budget 31-Jul-21 £	Final Budget 31-Jul-20 £	Year to Date 31-Jul-20 £	Final Budget 31-Jul-19 £	Actual 31-Jul-19 £
Income						
Scottish Funding Council Grants		9,924,636	9,546,963	8,788,714	9,115,430	9,377,984
UHI		4,898,398	5,140,000	5,579,953	5,140,079	5,244,590
Tuition Fees		3,181,815	3,426,096	2,968,831	3,294,596	3,004,411
Other Grants		846,049	400,000	386,653	200,000	580,561
Refectory and Training Restaurant		746,519	812,000	552,194	812,000	787,434
SDS		1,718,807	1,496,214	1,483,290	764,214	1,578,821
Commercial		499,373	576,000	344,292	736,000	522,457
Miscellaneous		831,619	469,253	381,807	487,254	1,870,638
		22,647,216	21,866,527	20,485,734	20,549,573	22,966,897
Expenditure						
Staff Costs		16,976,422	16,794,361	14,361,830	15,761,868	16,093,662
Premises		1,248,550	1,321,703	953,591	1,247,660	1,141,096
Other Operating Costs		4,015,582	3,423,445	2,955,190	3,299,924	7,775,915
		22,240,555	21,539,509	18,270,611	20,309,452	25,010,673
		406,661	327,017	2,215,123	240,121	(2,043,776)
Unitary Charge						
Funding		4,837,824	4,811,000	4,358,514	4,785,980	4,731,944
Costs		5,225,458	5,138,400	4,433,139	4,972,109	484,684
		(387,634)	(327,400)	(74,625)	(186,129)	4,247,260
College Position - RDEL		**19,027**	**(383)**	**2,140,498**	**53,992**	**2,203,484**
Additional Staff Costs provision	19	(423,578)	0	0	0	0
		(404,550)	**(383)**	**2,140,498**	**53,992**	**2,203,484**
Deferred Grant Release		600,000	0	450,000	0	0
Depreciation		(1,536,000)	0	(1,152,000)	0	0

			(936,000)	0	(702,000)	0	0
Revaluation Reserve			0	0	0	0	0
(Deficit)/Surplus			**(916,973)**	**(383)**	**1,438,498**	**53,992**	**2,203,484**

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Income Details	Note	**Appendix**	**Final Budget 31-Jul-21 £**	**Final Budget 31-Jul-20 £**	**Year to Date 31-Jul-20 £**	**Final Budget 31-Jul-19 £**	**Actual 31-Jul-19 £**
SFC Grants							
Recurrent Grant	1	1	9,817,085	9,076,895	8,781,571	8,997,862	9,241,196
Infrastructure and Estates	2	1	107,551	0	0	0	0
Other Grants			0	470,068	7,143	117,568	136,788
			9,924,636	9,546,963	8,788,714	9,115,430	9,377,984
UHI							
Ram/MicroRam	3	2	4,563,921	4,475,600	4,463,180	5,140,079	4,131,381
Other Funding	4	5	217,258	664,400	1,106,836	0	1,099,947
Research	5	2	108,129	0	0	0	6,500
UHI Income		5	9,090	0	9,937	0	6,762
			4,898,398	5,140,000	5,579,953	5,140,079	5,244,590
Tuition Fees							
FE	6		108,606	274,500	107,233	322,500	155,198
HE	7	3	2,905,126	3,061,597	2,745,860	2,873,097	2,717,098
Overseas Fees	7	3	152,913	59,000	103,817	69,000	109,680
Evening and Vocational	8		15,120	21,000	3,856	20,000	15,908
Student Residential Fees	9		50	10,000	8,067	10,000	6,528
			3,181,815	3,426,096	2,968,831	3,294,596	3,004,411
Other Grant Funding							
ESF	10		0	0	(22,887)	0	121,261
Postgradute (PHD) Funding	11		171,450	0	0	0	0
Other Grants	12		674,599	400,000	409,540	200,000	459,300
			846,049	400,000	386,653	200,000	580,561

ITEM 06A

Refectory and Training Restaurant							
Catering Income	13		613,664	672,000	465,304	672,000	659,700
Shop/Training Restaurant	13		131,079	140,000	85,252	140,000	125,929
Vending Machine			1,776	0	1,638	0	1,805
			746,519	812,000	552,194	812,000	787,434
SDS and Similar							
Modern Apprenticeships	14		901,814	749,600	801,242	265,600	491,342
Foundation Apprentices	14	Maybe high?	275,000	159,614	98,901	359,614	186,267
Graduate Apprenticeships	14		188,993	187,000	70,833	0	187,122
CITB	14		0	0	110,672	0	604,519
Individual Learning Accounts			0	0	0	9,000	0
			1,365,807	1,096,214	1,081,649	634,214	1,469,250
Commercial							
Nursery Fees	15		195,000	220,000	154,867	250,000	212,378
HC Pre-School Funding	15		75,000	50,000	69,013	50,000	53,786
FWDF Income	14		353,000	400,000	401,641	130,000	109,571
Research			5,362	0	2,500	0	7,084
Short course Income	16		211,005	306,000	123,027	436,000	256,430
Commercial	16		13,006	0	(5,115)	0	(7,222)
			852,373	976,000	745,933	866,000	632,027
Unitary Charge - funding	17		4,837,824	4,811,000	4,358,514	4,785,980	4,731,944
							0
Miscellaneous			831,619	469,253	381,807	487,254	1,870,638
							0
Deferred Grant Release			0	0	(450,000)	0	(481,555)
			22,647,216	**21,866,527**	**20,035,734**	**20,549,573**	**22,485,342**

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Micellaneous	Note	**Final Budget 31-Jul-21 £**	**Final Budget 31-Jul-20 £**	**Year to Date 31-Jul-20 £**	**Final Budget 31-Jul-19 £**	**Actual 31-Jul-19 £**
Hire of Accommodation		12,000	28,500	10,372	28,500	15,223
Childcare Voucher Payroll		0	0	0	0	0
Endowments and Donations		0	8,000	0	8,000	0
Photocopying Charges		1,784	8,500	8,132	8,500	12,369
Sale of Materials		8,927	8,000	2,237	8,000	10,283
Sale of Equipment		3,766	0	0	0	9,141
Hire of Equipment		800	0	(4,468)	0	(498)
Income from Vehicles		514	0	0	0	509
Telephone Income		1	500	0	500	0
Salon Income		46,050	45,000	26,663	48,000	45,529
Exam Fee Income		11,179	21,500	3,567	36,500	14,559
LIS Income	18	404,582	0	0	0	0
Deposits		6,114	870	8,736	870	11,443
Other Income	19	324,937	324,884	276,693	324,884	372,623
Foundation Support		0	0	38,944	0	1,364,229
Bank Interest		10,100	20,000	9,807	20,000	10,939
Library Charges		865	3,500	731	3,500	2,307
Discount Recived		0	0	393	0	1,981
Support for Learners		0	0	0	0	0
		831,619	469,253	381,807	487,254	1,870,638

ITEM 06A

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Expenditure Details	Note	**Final Budget 31-Jul-21 £**	**Final Budget 31-Jul-20 £**	**Year to Date 31-Jul-20 £**	**Final Budget 31-Jul-19 £**	**Final Actual 31-Jul-19 £**
Staff Costs						
Teaching and Support		15,894,505	15,764,504	13,510,588	14,821,145	14,938,202
Early Learning Centre		375,216	384,823	303,269	349,173	360,437
Research		682,727	645,034	593,271	591,550	655,363
Furlough - Covid 19		0	0	(45,792)	0	0
	20	16,952,448	16,794,361	14,361,336	15,761,868	15,954,003
Other Staff Costs		23,974	0	494	0	139,660
		16,976,422	16,794,361	14,361,830	15,761,868	16,093,662
Premises:						
Maintenance and Repairs		78,966	91,476	46,834	94,305	16,699
Fixtures and Fittings		4,932	21,825	6,682	22,500	13,993
Energy Costs		430,868	511,166	389,688	434,855	443,656
Rents		64,037	37,854	47,611	40,000	43,933
Rates and Water		59,762	79,540	46,184	89,500	22,519
Cleaning and Domestic		289,259	251,982	187,236	293,500	284,619
Insurance		108,257	118,340	28,140	122,000	106,394
Premises Other Costs		97,269	66,930	96,333	24,000	104,293
Wider Groundwork Agreement		115,200	142,590	104,884	127,000	104,991
	21	1,248,550	1,321,703	953,591	1,247,660	1,141,096
Unitary Charges and Major Costs	22	4,354,548	4,282,000	3,694,282	4,143,424	403,903
		5,603,098	5,603,703	4,647,873	5,391,084	1,544,999
Operating Costs						
Equipment/Materials	23	848,356	585,007	430,427	459,200	580,817

ITEM 06A

Refectory and Food supplies	24	403,243	491,943	271,652	507,158	401,062	
Other Student Costs	25	212,710	263,218	355,878	242,224	316,310	
Telephones & Postages		63,265	60,591	25,765	62,428	54,418	
IT Costs	26	684,932	533,105	544,121	508,000	598,541	
Transport Costs	27	168,421	97,773	86,403	97,401	146,264	
Print, Photocopying and Stationery	27	65,387	108,099	59,338	113,366	78,989	
Consultancy and Legal	27	184,411	68,511	233,552	70,125	309,478	
Financial Services	27	186,692	183,255	132,000	156,986	368,541	
Other Services		0	0	0	0	0	
Exam and Registration	28	376,494	335,475	282,314	343,350	342,391	
Student Awards		0	0	0	0	0	
Miscellaneous		1,324	0	(249)	0	(340)	
Board of Management		509	970	1,023	1,000	407	
Advertising and Marketing	29	80,473	57,490	34,435	56,268	58,691	
Hospitality		69,672	49,592	48,560	48,103	100,515	
Bad Debts		40,000	0	0	0	43,321	
HISA Costs		50,759	12,610	84,524	13,000	14,181	
VAT	30	578,934	575,805	365,120	621,315	1,308,231	
Bank and Loan Interest		0	0	327	0	3,054,095	Pension Year E
		4,015,582	3,423,445	2,955,190	3,299,924	7,775,915	
Central Costs							
Depreciation		0	0	1,152,000	0	0	
Revaluation Reserve		0	0	0	0	0	
		0	0	1,152,000	0	0	
		26,595,103	**25,821,509**	**23,116,893**	**24,452,876**	**25,414,576**	
Unitary Charges and Major Costs		4,354,548	4,282,000	3,694,282	4,143,424	403,903	
VAT at 20%		870,910	856,400	738,856	828,685	80,781	
		5,225,458	5,138,400	4,433,139	4,972,109	484,684	
						First Year	

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

		Final Ledger Budget 31-Jul-21 £
Funding Option 3 - still await approval	FE	2,646,478
Hardship	HE	101,000
		2,747,478
HE HARDSHIP - PAYMENTS		101,000
FE HARDSHIP - PAYMENTS		156,950
HE CHILDCARE EXPENDITURE		69,607
FE CHILDCARE EXPENDITURE		164,657
BURSARIES - EQUIPMENT PURCHASE		84,037
BURSARIES - STUDENT TRANSPORT		23,278
BURSARIES - PAYMENTS TO STUDEN		2,147,948
		2,646,478
		0

ITEM 06A

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

	Main College Budget 31-Jul-21 £	Main College Budget 31-Jul-20 £	Main College To Date 05-Jun-20 £	Main College Budget 31-Jul-19 £	Main College Actual 31-Jul-19 £
Income					
Scottish Funding Council Grants	9,924,636	9,546,963	8,788,714	9,115,430	9,377,984
UHI	4,790,269	5,078,000	5,538,896	5,140,079	5,186,310
Tuition Fees	3,181,815	3,426,096	2,968,831	3,294,596	3,004,411
Other Grants	0	0	(22,887)	0	121,261
Refectory and Training Restaurant	746,519	812,000	552,228	812,000	787,379
SDS	1,718,807	1,496,214	1,483,290	764,214	1,578,821
Commercial	229,373	306,000	124,079	436,000	256,293
Miscellaneous	831,619	469,253	355,145	487,254	1,864,477
	21,423,038	21,134,527	19,788,296	20,049,573	22,176,937
Expenditure					
Staff Costs	15,901,558	15,764,504	13,465,290	14,821,145	15,291,098
Premises	1,226,497	1,312,245	944,247	1,243,910	1,135,612
Other Operating Costs	3,656,798	3,056,287	2,752,506	3,221,861	7,438,177
	20,784,854	20,133,036	17,162,043	19,286,915	23,864,887
	638,184	1,001,491	2,626,253	762,658	(1,687,950)
Unitary Charge					
Funding	4,837,824	4,811,000	4,358,514	4,785,980	4,731,944
Costs	5,225,458	5,138,400	4,433,139	4,972,109	484,684
	(387,634)	(327,400)	(74,625)	(186,129)	4,247,260
College Position - RDEL	**250,551**	**674,091**	**2,551,628**	**576,529**	**2,559,310**
Deferred Grant Release	0	0	(450,000)	0	(481,555)
Depreciation	0	0	(1,152,000)	0	(1,534,708)
	0	0	(1,602,000)	0	(2,016,263)
Revaluation Reserve	0	0	0	0	0
(Deficit)/Surplus	**250,551**	**674,091**	**949,628**	**576,529**	**543,047**

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Income Details	Main College Budget 31-Jul-21 £	Main College Budget 31-Jul-20 £	Main College To Date 05-Jun-20 £	Main College Budget 31-Jul-19 £	Main College Actual 31-Jul-19 £
SFC Grants					
Recurrent Grant	9,817,085	9,076,895	8,781,571	8,997,862	9,241,196
Infrastructure and Estates	107,551	0	0	0	0
Other Grants	0	470,068	7,143	117,568	136,788
	9,924,636	9,546,963	8,788,714	9,115,430	9,377,984
UHI					

ITEM 06A

Ram/MicroRam	4,563,921	4,475,600	4,463,180	5,140,079	4,131,381
Other Funding	217,258	602,400	1,065,780	0	1,048,167
Research					
UHI Income	9,090	0	9,937	0	6,762
	4,790,269	5,078,000	5,538,896	5,140,079	5,186,310
Tuition Fees					
FE	108,606	274,500	107,233	322,500	155,198
HE	2,905,126	3,061,597	2,745,860	2,873,097	2,717,098
Overseas Fees	152,913	59,000	103,817	69,000	109,680
Evening and Vocational	15,120	21,000	3,856	20,000	15,908
Student Residential Fees	50	10,000	8,067	10,000	6,528
	3,181,815	3,426,096	2,968,831	3,294,596	3,004,411
Other Grant Funding					
ESF	0	0	(22,887)	0	121,261
Postgradute (PHD) Funding					
Other Grants	0	0	0	0	0
	0	0	(22,887)	0	121,261
Refectory and Training Restaurant					
Catering Income	613,664	672,000	465,338	672,000	659,645
Training Restaurant	131,079	140,000	85,252	140,000	125,929
Vending Machine	1,776	0	1,638	0	1,805
	746,519	812,000	552,228	812,000	787,379
SDS and Similar					
Modern Apprenticeships	901,814	749,600	801,242	265,600	491,342
Foundation Apprentices	275,000	159,614	98,901	359,614	186,267
Graduate Apprenticeships	188,993	187,000	70,833	0	187,122
CITB	0	0	110,672	0	604,519
FWDF Income	353,000	400,000	401,641	130,000	109,571
Individual Learning Accounts	0	0	0	9,000	0
	1,718,807	1,496,214	1,483,290	764,214	1,578,821
Commercial					
Nursery Fees					
HC Pre-School Funding	0	0	0	0	0
Research	5,362	0	2,500	0	7,084
Consultancy					
Short course Income	211,005	306,000	123,027	436,000	256,430
Commercial	13,006	0	(1,448)	0	(7,222)
	229,373	306,000	124,079	436,000	256,293
Unitary Charge - funding	4,837,824	4,811,000	4,358,514	4,785,980	4,731,944
Miscellaneous	831,619	469,253	355,145	487,254	1,864,477
Deferred Grant Release	0	0	(450,000)	0	(481,555)
	21,423,038	**21,134,527**	**19,338,296**	**20,049,573**	**21,695,382**

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Micellaneous	**Main College Budget 31-Jul-21 £**	**Main College Budget 31-Jul-20 £**	**Main College To Date 05-Jun-20 £**	**Main College Budget 31-Jul-19 £**	**Main College Actual 31-Jul-19 £**
Hire of Accommodation	12,000	28,500	10,372	28,500	15,223
Childcare Voucher Payroll					
Endowments and Donations	0	8,000	0	8,000	0
Photocopying Charges	1,784	8,500	8,132	8,500	12,369
Sale of Materials	8,927	8,000	2,237	8,000	10,283
Sale of Equipment	3,766	0	0	0	9,141
Hire of Equipment	800	0	(4,468)	0	(498)
Income from Vehicles	514	0	0	0	509
Telephone Income	1	500	0	500	0
Salon Income	46,050	45,000	26,663	48,000	45,529
Exam Fee Income	11,179	21,500	3,567	36,500	14,559
Deposits	6,114	870	8,736	870	11,315
LIS Income	404,582				
Other Income	324,937	324,884	250,030	324,884	366,657
Foundation Support	0	0	38,944	0	1,364,229
Bank Interest	10,100	20,000	9,807	20,000	10,939
Library Charges	865	3,500	731	3,500	2,307
Discount Recived	0	0	393	0	1,913
Support for Learners					
	831,619	469,253	355,145	487,254	1,864,477

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Expenditure Details	**Main College Budget**	**Main College Budget**	**Main College To Date**	**Main College Budget**	**Main College Actual**

ITEM 06A

	31-Jul-21 £	31-Jul-20 £	05-Jun-20 £	31-Jul-19 £	31-Jul-19 £
Staff Costs					
Teaching	15,894,505	15,764,504	13,510,588	14,821,145	15,151,438
Teaching Support					
Premises					
Indirect Costs					
Early Learning Centre					
Research					
Furlough - Covid 19	0	0	(45,792)	0	0
	15,894,505	15,764,504	13,464,796	14,821,145	15,151,438
Other Staff Costs	7,053	0	494	0	139,660
	15,901,558	15,764,504	13,465,290	14,821,145	15,291,098
Premises:					
Maintenance and Repairs	78,966	87,838	46,834	90,555	16,699
Fixtures and Fittings	4,932	21,825	6,682	22,500	13,993
Energy Costs	430,868	511,166	389,688	434,855	443,656
Rents	42,587	32,034	38,403	40,000	39,109
Rates and Water	59,762	79,540	46,184	89,500	22,519
Cleaning and Domestic	288,689	251,982	187,100	293,500	284,534
Insurance	108,257	118,340	28,140	122,000	105,851
Premises Other Costs	97,236	66,930	96,333	24,000	104,260
Wider Groundwork Agreement	115,200	142,590	104,884	127,000	104,991
	1,226,497	1,312,245	944,247	1,243,910	1,135,612
Unitary Charges and Major Costs	4,354,548	4,282,000	3,694,282	4,143,424	403,903
	5,581,045	5,594,245	4,638,529	5,387,334	1,539,515
Operating Costs					
Equipment/Materials	722,524	414,651	348,699	429,374	477,175
Refectory and Food supplies	394,566	483,189	265,658	498,133	392,472
Other Student Costs	92,964	174,948	273,357	180,359	155,954
Telephones & Postages	59,447	58,687	25,258	60,502	53,337
IT Costs	675,932	524,156	539,970	506,050	593,493
Transport Costs	158,615	95,518	84,046	96,126	142,282
Print, Photocopying and Stationery	64,477	107,032	59,202	112,541	78,740
Consultancy and Legal	166,782	58,278	231,686	59,600	307,288
Financial Services	171,785	140,333	122,888	155,736	363,108
Other Services					
Exam and Registration	376,494	329,655	282,314	337,350	342,391
Student Awards					
Miscellaneous	1,324	0	(249)	0	(340)
Board of Management	509	970	1,023	1,000	407
Advertising and Marketing	78,073	57,345	33,695	56,118	58,691
Hospitality	68,672	48,816	47,004	47,328	99,457
Bad Debts	40,000	0	0	47,328	43,321
HISA Costs	50,759	12,610	84,524	13,000	14,181
VAT	533,874	550,100	353,105	621,315	1,262,125
Bank and Loan Interest	0	0	327	0	3,054,095
	3,656,798	3,056,287	2,752,506	3,221,861	7,438,177
Central Costs					
Depreciation	0	0	1,152,000	0	1,534,708
Revaluation Reserve	0	0	0	0	0
	0	0	1,152,000	0	1,534,708
	25,139,402	**24,415,036**	**22,008,325**	**23,430,339**	**25,803,498**

ITEM 06A

Unitary Charges and Major Costs	4,354,548	4,282,000	3,694,282	4,143,424	403,903
VAT at 20%	870,910	856,400	738,856	828,685	80,781
	5,225,458	5,138,400	4,433,139	4,972,109	484,684

ITEM 06A

Early Learning Centre Budget 31-Jul-21 £	Early Learning Centre Budget 31-Jul-20 £	Early Learning Centre To Date 05-Jun-20 £	Early Learning Centre Budget 31-Jul-19 £	Early Learning Centre Actual 31-Jul-19 £	Research Budget 31-Jul-21 £
0	0	0	0	0	0
0	0	0	0	0	108,129
0	0	0	0	0	0
0	0	0	0	0	846,049
0	0	0	0	0	0
0	0	0	0	0	0
270,000	270,000	220,213	300,000	266,164	0
0	0	0	0	68	0
270,000	270,000	220,213	300,000	266,232	954,178
375,216	384,823	303,269	349,173	360,437	699,648
603	3,638	136	3,750	118	21,450
17,801	19,510	12,994	20,113	15,698	340,982
393,621	407,971	316,399	373,036	376,254	1,062,080
(123,621)	**(137,971)**	**(96,185)**	**(73,036)**	**(110,022)**	**(107,903)**
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
(123,621)	**(137,971)**	**(96,185)**	**(73,036)**	**(110,022)**	**(107,903)**
					0
					0
0	0	0	0	0	0
					0
(123,621)	**(137,971)**	**(96,185)**	**(73,036)**	**(110,022)**	**(107,903)**

Early Learning Centre Budget 31-Jul-21 £	Early Learning Centre Budget 31-Jul-20 £	Early Learning Centre To Date 05-Jun-20 £	Early Learning Centre Budget 31-Jul-19 £	Early Learning Centre Actual 31-Jul-19 £	Research Budget 31-Jul-21 £
					0
					0
0	0	0	0	0	0

ITEM 06A

					0
					0
					108,129
0	0	0	0	0	108,129
					0
					0
0	0	0	0	0	0
					0
					171,450
					674,599
0	0	0	0	0	846,049
					0
0	0				0
195,000	220,000	154,867	250,000	212,378	
75,000	50,000	69,013	50,000	53,786	
		(3,667)			
270,000	270,000	220,213	300,000	266,164	0
0	0	0	0	68	0
270,000	**270,000**	**220,213**	**300,000**	**266,232**	**954,178**

Early Learning Centre Budget 31-Jul-21 £	Early Learning Centre Budget 31-Jul-20 £	Early Learning Centre To Date 05-Jun-20 £	Early Learning Centre Budget 31-Jul-19 £	Early Learning Centre Actual 31-Jul-19 £		Research Budget 31-Jul-21 £
				68		
0	0	0	0	68		0

Early Learning Centre Budget	Early Learning Centre Budget	Early Learning Centre To Date	Early Learning Centre Budget	Early Learning Centre Actual		Research Budget

ITEM 06A

31-Jul-21 £	31-Jul-20 £	05-Jun-20 £	31-Jul-19 £	31-Jul-19 £	31-Jul-21 £
					0
					0
					0
					0
375,216	384,823	303,269	349,173	360,437	0
					682,727
375,216	384,823	303,269	349,173	360,437	682,727
					16,921
375,216	384,823	303,269	349,173	360,437	699,648
0	3,638	0	3,750	0	0
					0
					0
					21,450
					0
570	0	136	0	85	0
					0
33	0	0	0	33	0
603	3,638	136	3,750	118	21,450
					0
603	3,638	136	3,750	118	21,450
4,733	9,094	2,587	9,375	4,002	121,100
8,676	8,560	5,995	8,825	8,590	0
					119,746
658	255	147	263	219	3,160
0	218	2,140	225	611	9,000
504	218	365	225	484	9,301
50	194	49	200	43	860
					17,629
613	970	583	1,000	607	14,294
					0
					0
					0
					0
					0
1,000	0	120	0	0	1,400
0	0	0	0	0	1,000
					0
					0
1,567	0	1,007	0	1,142	43,493
					0
17,801	19,510	12,994	20,113	15,698	340,982
					0
					0
0	0	0	0	0	0
393,621	**407,971**	**316,399**	**373,036**	**376,254**	**1,062,080**

ITEM 06A

Research Budget 31-Jul-20 £	Research Actual To Date 05-Jun-20 £	Research Budget 31-Jul-19 £	Research Actual 31-Jul-19 £
0	0	0	0
62,000	41,057	0	58,280
0	0	0	0
400,000	409,540	200,000	459,300
0	(34)	0	55
0	0	0	0
0	0	0	0
0	26,662	0	6,093
462,000	477,225	200,000	523,728
645,034	593,271	591,550	655,363
5,820	9,208	0	5,366
347,648	189,690	105,279	322,039
998,502	792,169	696,829	982,769
(536,502)	**(314,945)**	**(496,829)**	**(459,041)**
0	0	0	0
0	0	0	0
0	0	0	0
(536,502)	**(314,945)**	**(496,829)**	**(459,041)**
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
(536,502)	**(314,945)**	**(496,829)**	**(459,041)**

Research Budget 31-Jul-20 £	Research Budget To Date 05-Jun-20 £	Research Budget 31-Jul-19 £	Research Actual 31-Jul-19 £
0	0	0	0
0	0	0	0
0	0	0	0

0	0	0	0
62,000	41,057	0	51,780
0	0	0	6,500
62,000	41,057	0	58,280
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
400,000	409,540	200,000	459,300
400,000	409,540	200,000	459,300
	(34)		55
0	(34)	0	55
0	0	0	0
0	0	0	0
0	26,662	0	6,093
462,000	**477,225**	**200,000**	**523,728**

Research Budget 31-Jul-20 £	Research Budget To Date 05-Jun-20 £	Research Budget 31-Jul-19 £	Research Actual 31-Jul-19 £
			128
	26,662		5,966
0	26,662	0	6,093

Research Budget	Research Budget To Date	Research Budget	Research Actual

ITEM 06A

31-Jul-20 £	05-Jun-20 £	31-Jul-19 £	31-Jul-19 £
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
645,034	593,271	591,550	655,363
645,034	593,271	591,550	655,363
0	0	0	0
645,034	593,271	591,550	655,363
0	0	0	0
0	0	0	0
0	0	0	0
5,820	9,208	0	4,824
0	0	0	0
0	0	0	0
0	0	0	543
0	0	0	0
5,820	9,208	0	5,366
0	0	0	0
5,820	9,208	0	5,366
161,262	79,140	20,451	99,640
194	0	200	0
88,270	82,521	61,865	160,356
1,649	360	1,663	861
8,730	2,012	1,725	4,437
2,037	1,992	1,050	3,499
873	87	625	206
10,233	1,866	10,525	2,190
41,952	8,528	250	4,826
0	0	0	0
5,820	0	6,000	0
0	0	0	0
0	0	0	0
0	0	0	0
146	620	150	0
776	1,556	775	1,058
0	0	0	0
0	0	0	0
25,705	11,007	0	44,965
0	0	0	0
347,648	189,690	105,279	322,039
0	0	0	0
0	0	0	0
0	0	0	0
998,502	**792,169**	**696,829**	**982,769**

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

	Main College Budget 31-Jul-21 £	Early Learning Centre Budget 31-Jul-21 £	Research Budget 31-Jul-21 £	Final Budget 31-Jul-21 £
Income				
Scottish Funding Council Grants	9,924,636	0	0	9,924,636
UHI	4,790,269	0	108,129	4,898,398
Tuition Fees	3,181,815	0	0	3,181,815
Other Grants	0	0	846,049	846,049
Refectory and Training Restaurant	746,519	0	0	746,519
SDS	1,718,807	0	0	1,718,807
Commercial	229,373	270,000	0	499,373
Miscellaneous	831,619	0	0	831,619
	21,423,038	270,000	954,178	22,647,216
Expenditure				
Staff Costs	15,901,558	375,216	699,648	16,976,422
Premises	1,226,497	603	21,450	1,248,550
Other Operating Costs	3,656,798	17,801	340,982	4,015,582
	20,784,854	393,621	1,062,080	22,240,555
	638,184	(123,621)	(107,903)	406,661
Unitary Charge				
Funding	4,837,824	0	0	4,837,824
Costs	5,225,458	0	0	5,225,458
	(387,634)	0	0	(387,634)
College Position - RDEL	**250,551**	**(123,621)**	**(107,903)**	**19,027**
Deferred Grant Release	0		0	0
Depreciation	0		0	0
	0	0	0	0
Revaluation Reserve	0		0	0
(Deficit)/Surplus	**250,551**	**(123,621)**	**(107,903)**	**19,027**

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21 21,423,038

4,837,824

INCOME AND EXPENDITURE ACCOUNT 26,260,862 26,260,862 0

Income Details	Main College 31-Jul-21 £	Early Learning Centre 31-Jul-21 £	Research Budget 31-Jul-21 £	Final Budget 31-Jul-21 £
SFC Grants				
Recurrent Grant	9,817,085		0	9,817,085
Infrastructure and Estates	107,551		0	107,551
Other Grants	0			0
	9,924,636	0	0	9,924,636
UHI				

Ram/MicroRam	4,563,921		0	4,563,921
Other Funding	217,258		0	217,258
Research			108,129	108,129
UHI Income	9,090			9,090
	4,790,269	0	108,129	4,898,398
Tuition Fees				
FE	108,606		0	108,606
HE	2,905,126		0	2,905,126
Overseas Fees	152,913			152,913
Evening and Vocational	15,120			15,120
Student Residential Fees	50			50
	3,181,815	0	0	3,181,815
Other Grant Funding				
ESF	0		0	0
Postgradute (PHD) Funding			171,450	171,450
Other Grants	0		674,599	674,599
	0	0	846,049	846,049
Refectory and Training Restaurant				
Catering Income	613,664			613,664
Training Restaurant	131,079			131,079
Vending Machine	1,776			1,776
	746,519		0	746,519
SDS and Similar				
Modern Apprenticeships	901,814			901,814
Foundation Apprentices	275,000			275,000
Graduate Apprenticeships	188,993			188,993
CITB	0			0
FWDF Income	353,000			353,000
Individual Learning Accounts	0			0
	1,718,807	0	0	1,718,807
Commercial				
Nursery Fees		195,000		195,000
HC Pre-School Funding	0	75,000		75,000
Research	5,362			5,362
Consultancy				0
Short course Income	211,005			211,005
Commercial	13,006			13,006
	229,373	270,000	0	499,373
Unitary Charge - funding	4,837,824			4,358,514
Miscellaneous	831,619	0	0	831,619
Deferred Grant Release	0			0
	21,423,038	**270,000**	**954,178**	**22,647,216**

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Micellaneous	**Main College 31-Jul-21 £**	**Early Learning Centre 31-Jul-21 £**	**Research Budget 31-Jul-21 £**	**Final Budget 31-Jul-21 £**	
Hire of Accommodation	12,000			12,000	
Childcare Voucher Payroll				0	
Endowments and Donations	0			0	
Photocopying Charges	1,784			1,784	
Sale of Materials	8,927			8,927	
Sale of Equipment	3,766			3,766	
Hire of Equipment	800			800	
Income from Vehicles	514			514	
Telephone Income	1			1	
Salon Income	46,050			46,050	
Exam Fee Income	11,179			11,179	
Deposits	6,114			6,114	
LIS Income	404,582			404,582	
Other Income	324,937			324,937	
Foundation Support	0			0	
Bank Interest	10,100			10,100	
Library Charges	865			865	
Discount Recived	0			0	
Support for Learners				0	
	831,619	0	0	831,619	0

INVERNESS COLLEGE

BUDGET YEAR ENDED 31 JULY 21

INCOME AND EXPENDITURE ACCOUNT

Expenditure Details	**Main College 31-Jul-21**	**Early Learning Centre 31-Jul-21**	**Research Budget 31-Jul-21**	**Final Budget 31-Jul-21**

ITEM 06A

	£	£	£	£
Staff Costs				
Teaching	15,894,505		0	15,894,505
Teaching Support			0	0
Premises			0	0
Indirect Costs			0	0
Early Learning Centre		375,216	0	375,216
Research			682,727	682,727
Furlough - Covid 19	0			0
	15,894,505	375,216	682,727	16,952,448
Other Staff Costs	7,053		16,921	23,974
	15,901,558	375,216	699,648	16,976,422
Premises:				
Maintenance and Repairs	78,966	0	0	78,966
Fixtures and Fittings	4,932		0	4,932
Energy Costs	430,868		0	430,868
Rents	42,587		21,450	64,037
Rates and Water	59,762		0	59,762
Cleaning and Domestic	288,689	570	0	289,259
Insurance	108,257		0	108,257
Premises Other Costs	97,236	33	0	97,269
Wider Groundwork Agreement	115,200			115,200
	1,226,497	603	21,450	1,248,550
Unitary Charges	4,354,548		0	4,354,548
	5,581,045	603	21,450	5,603,098
Operating Costs				
Equipment/Materials	722,524	4,733	121,100	848,356
Refectory and Food supplies	394,566	8,676	0	403,243
Other Student Costs	92,964		119,746	212,710
Telephones & Postages	59,447	658	3,160	63,265
IT Costs	675,932	0	9,000	684,932
Transport Costs	158,615	504	9,301	168,421
Print, Photocopying and Stationery	64,477	50	860	65,387
Consultancy and Legal	166,782		17,629	184,411
Financial Services	171,785	613	14,294	186,692
Other Services			0	0
Exam and Registration	376,494		0	376,494
Student Awards			0	0
Miscellaneous	1,324		0	1,324
Board of Management	509		0	509
Advertising and Marketing	78,073	1,000	1,400	80,473
Hospitality	68,672	0	1,000	69,672
Bad Debts	40,000		0	40,000
HISA Costs	50,759		0	50,759
VAT	533,874	1,567	43,493	578,934
Bank and Loan Interest	0		0	0
	3,656,798	17,801	340,982	4,015,582
Central Costs				
Depreciation	0		0	0
Revaluation Reserve	0		0	0
	0	0	0	0
	25,139,402	**393,621**	**1,062,080**	**26,595,103**

Unitary Charges	4,354,548
VAT at 20%	870,910
	5,225,458

ITEM 06A

Main College Budget 31-Jul-20 £	Early Learning Centre Budget 31-Jul-20 £	Research Budget 31-Jul-20 £	Final Budget 31-Jul-20 £	Main College Budget 31-Jul-19 £	Early Learning Centre Budget 31-Jul-19 £	Research Budget 31-Jul-19 £
9,546,963	0	0	9,546,963	9,115,430	0	0
5,078,000	0	62,000	5,140,000	5,140,079	0	0
3,426,096	0	0	3,426,096	3,294,596	0	0
0	0	400,000	400,000	0	0	200,000
812,000	0	0	812,000	812,000	0	0
1,496,214	0	0	1,496,214	764,214	0	0
306,000	270,000	0	576,000	436,000	300,000	0
469,253	0	0	469,253	487,254	0	0
21,134,527	270,000	462,000	21,866,527	20,049,573	300,000	200,000
15,764,504	384,823	645,034	16,794,361	14,821,145	349,173	591,550
1,312,245	3,638	5,820	1,321,703	1,243,910	3,750	0
3,056,287	19,510	347,648	3,423,445	3,174,532	20,113	105,279
20,133,036	407,971	998,502	21,539,509	19,239,587	373,036	696,829
1,001,491	**(137,971)**	**(536,502)**	327,017	809,986	**(73,036)**	**(496,829)**
4,811,000	0	0	4,811,000	4,785,980	0	0
5,138,400	0	0	5,138,400	4,972,109	0	0
(327,400)	0	0	(327,400)	(186,129)	0	0
674,091	**(137,971)**	**(536,502)**	**(383)**	**623,857**	**(73,036)**	**(496,829)**
0		0	0	0		0
0		0	0	0		0
0	0	0	0	0	0	0
0		0	0	0		0
674,091	**(137,971)**	**(536,502)**	**(383)**	**623,857**	**(73,036)**	**(496,829)**

Main College 31-Jul-20 £	Early Learning Centre 31-Jul-20 £	Research Budget 31-Jul-20 £	Final Budget 31-Jul-20 £	Main College 31-Jul-19 £	Early Learning Centre 31-Jul-19 £	Research Budget 31-Jul-19 £
9,076,895		0	9,076,895	8,997,862		0
		0	0			0
470,068			470,068	117,568		
9,546,963	0	0	9,546,963	9,115,430	0	0

ITEM 06A

4,475,600		0	4,475,600	5,140,079		0
602,400		62,000	664,400	0		0
		0	0			0
0			0	0		
5,078,000	0	62,000	5,140,000	5,140,079	0	0
274,500		0	274,500	322,500		0
3,061,597		0	3,061,597	2,873,097		0
59,000			59,000	69,000		
21,000			21,000	20,000		
10,000			10,000	10,000		
3,426,096	0	0	3,426,096	3,294,596	0	0
0		0	0	0		0
0		400,000	400,000	0		200,000
0	0	400,000	400,000	0	0	200,000
672,000			672,000	672,000		
140,000			140,000	140,000		
0			0	0		
812,000		0	812,000	812,000		0
749,600			749,600	265,600		
159,614			159,614	359,614		
187,000			187,000	0		
0			0	0		
400,000			400,000	130,000		
0			0	9,000		
1,496,214	0	0	1,496,214	764,214		0
	220,000		220,000		250,000	
0	50,000		50,000	0	50,000	
0			0	0		
			0			
306,000			306,000	436,000		
0			0	0		
306,000	270,000	0	576,000	436,000	300,000	0
4,811,000			4,811,000	4,785,980		
469,253	0	0	469,253	487,254	0	0
0			0	0		
21,134,527	**270,000**	**462,000**	**21,866,527**	**20,049,573**	**300,000**	**200,000**

ITEM 06A

Main College 31-Jul-20 £	Early Learning Centre 31-Jul-20 £	Research Budget 31-Jul-20 £	Final Budget 31-Jul-20 £	Main College 31-Jul-19 £	Early Learning Centre 31-Jul-19 £	Research Budget 31-Jul-19 £
28,500			28,500	28,500		
			0			
8,000			8,000	8,000		
8,500			8,500	8,500		
8,000			8,000	8,000		
0			0	0		
0			0	0		
0			0	0		
500			500	500		
45,000			45,000	48,000		
21,500			21,500	36,500		
870			870	870		
324,884			324,884	324,884		
0			0	0		
20,000			20,000	20,000		
3,500			3,500	3,500		
0			0	0		
			0			
469,253		0	469,253	487,254		0

Main College 31-Jul-20	Early Learning Centre 31-Jul-20	Research Budget 31-Jul-20	Final Budget 31-Jul-20	Main College 31-Jul-19	Early Learning Centre 31-Jul-19	Research Budget 31-Jul-19

ITEM 06A

£	£	£	£	£	£	£
15,764,504		0	15,764,504	14,821,145		0
		0	0			0
		0	0			0
		0	0			0
	384,823	0	384,823		349,173	0
		645,034	645,034			591,550
0			0	0		
15,764,504	384,823	645,034	16,794,361	14,821,145	349,173	591,550
0		0	0	0		0
15,764,504	384,823	645,034	16,794,361	14,821,145	349,173	591,550
87,838	3,638	0	91,476	90,555	3,750	0
21,825		0	21,825	22,500		0
511,166		0	511,166	434,855		0
32,034		5,820	37,854	40,000		0
79,540		0	79,540	89,500		0
251,982	0	0	251,982	293,500	0	0
118,340		0	118,340	122,000		0
66,930	0	0	66,930	24,000	0	0
142,590			142,590	127,000		
1,312,245	3,638	5,820	1,321,703	1,243,910	3,750	0
4,282,000		0	4,282,000	4,143,424		0
5,594,245	3,638	5,820	5,603,703	5,387,334	3,750	0
414,651	9,094	161,262	585,007	429,374	9,375	20,451
483,189	8,560	194	491,943	498,133	8,825	200
174,948		88,270	263,218	180,359		61,865
58,687	255	1,649	60,591	60,502	263	1,663
524,156	218	8,730	533,105	506,050	225	1,725
95,518	218	2,037	97,773	96,126	225	1,050
107,032	194	873	108,099	112,541	200	625
58,278		10,233	68,511	59,600		10,525
140,333	970	41,952	183,255	155,736	1,000	250
		0	0			0
329,655		5,820	335,475	337,350		6,000
		0	0			0
0		0	0	0		0
970		0	970	1,000		0
57,345	0	146	57,490	56,118	0	150
48,816	0	776	49,592	47,328	0	775
0		0	0	0		0
12,610		0	12,610	13,000		0
550,100	0	25,705	575,805	621,315	0	0
0		0	0	0		0
3,056,287	19,510	347,648	3,423,445	3,174,532	20,113	105,279
0		0	0	0		0
0		0	0	0		0
0	0	0	0	0	0	0
24,415,036	**407,971**	**998,502**	**25,821,509**	**23,383,011**	**373,036**	**696,829**

4,282,000	4,143,424
856,400	828,685
5,138,400	4,972,109

ITEM 06A

4-Jun-20

Final Budget 31-Jul-19 £	Main College Budget 05-Jun-20 £	Early Learning Centre Budget 05-Jun-20 £	Research Budget 05-Jun-20 £	Final Budget 05-Jun-20 £	Main College Actual 31-Jul-19 £
9,115,430	8,788,714	0	0	8,788,714	9,377,984
5,140,079	5,538,896	0	41,057	5,579,953	5,186,310
3,294,596	2,968,831	0	0	2,968,831	3,004,411
200,000	(22,887)	0	409,540	386,653	121,261
812,000	552,228	0	(34)	552,194	787,379
764,214	1,483,290	0	0	1,483,290	1,578,821
736,000	124,079	220,213	0	344,292	256,293
487,254	355,145	0	26,662	381,807	1,864,477
20,549,573	19,788,296	220,213	477,225	20,485,734	22,176,937
15,761,868	13,465,290	303,269	593,271	14,361,830	15,077,861
1,247,660	944,247	136	9,208	953,591	1,135,612
3,299,924	2,752,506	12,994	189,690	2,955,190	7,438,177
20,309,452	17,162,043	316,399	792,169	18,270,611	23,651,650
240,121	2,626,253	**(96,185)**	**(314,945)**	2,215,123	(1,474,714)
4,785,980	4,358,514	0	0	4,358,514	4,731,944
4,972,109	4,433,139	0	0	4,433,139	484,684
(186,129)	(74,625)	0	0	(74,625)	4,247,260
53,992	**2,551,628**	**(96,185)**	**(314,945)**	**2,140,498**	**2,772,547**
0	(450,000)		0	(450,000)	(481,555)
0	(1,152,000)		0	(1,152,000)	(1,534,708)
0	(1,602,000)	0	0	(1,602,000)	(2,016,263)
0	0		0	0	0
53,992	**949,628**	**(96,185)**	**(314,945)**	**538,498**	**756,284**

Final Budget 31-Jul-19 £	Main College To Date 05-Jun-20 £	Early Early Learning Centre To Date 05-Jun-20 £	Research Budget To Date 05-Jun-20 £	To Date 05-Jun-20 £	Main College Actual 31-Jul-19 £
8,997,862	8,781,571		0	8,781,571	9,241,196
0			0	0	
117,568	7,143			7,143	136,788
9,115,430	8,788,714	0	0	8,788,714	9,377,984

ITEM 06A

5,140,079	4,463,180		0	4,463,180	4,131,381
0	1,065,780		41,057	1,106,836	1,048,167
0			0	0	
0	9,937			9,937	6,762
5,140,079	5,538,896	0	41,057	5,579,953	5,186,310
322,500	107,233		0	107,233	155,198
2,873,097	2,745,860		0	2,745,860	2,717,098
69,000	103,817			103,817	109,680
20,000	3,856			3,856	15,908
10,000	8,067			8,067	6,528
3,294,596	2,968,831	0	0	2,968,831	3,004,411
0	(22,887)		0	(22,887)	121,261
200,000	0		409,540	409,540	0
200,000	(22,887)	0	409,540	386,653	121,261
672,000	465,338		(34)	465,304	659,645
140,000	85,252			85,252	125,929
0	1,638			1,638	1,805
812,000	552,228		(34)	552,194	787,379
265,600	801,242			801,242	491,342
359,614	98,901			98,901	186,267
0	70,833			70,833	187,122
0	110,672			110,672	604,519
130,000	401,641			401,641	109,571
9,000	0			0	0
764,214	1,483,290		0	1,483,290	1,578,821
250,000		154,867		154,867	
50,000	0	69,013		69,013	0
0	2,500			2,500	7,084
0				0	
436,000	123,027			123,027	256,430
0	(1,448)	(3,667)		(5,115)	(7,222)
736,000	124,079	220,213	0	344,292	256,293
4,785,980	4,358,514			4,358,514	4,731,944
487,254	355,145	0	26,662	381,807	1,864,477
0	(450,000)			(450,000)	(481,555)
20,549,573	**19,338,296**	**220,213**	**477,225**	**20,035,734**	**21,695,382**

ITEM 06A

Final Budget 31-Jul-19 £	Main College To Date 05-Jun-20 £	Early Learning Centre To Date 05-Jun-20 £	Research Budget To Date 05-Jun-20 £	To Date 05-Jun-20 £	Main College Actual 31-Jul-19 £
28,500	10,372			10,372	15,223
0				0	
8,000	0			0	0
8,500	8,132			8,132	12,369
8,000	2,237			2,237	10,283
0	0			0	9,141
0	(4,468)			(4,468)	(498)
0	0			0	509
500	0			0	0
48,000	26,663			26,663	45,529
36,500	3,567			3,567	14,559
870	8,736			8,736	11,315
324,884	250,030		26,662	276,693	366,657
0	38,944			38,944	1,364,229
20,000	9,807			9,807	10,939
3,500	731			731	2,307
0	393			393	1,913
0				0	
487,254	355,145		26,662	381,807	1,864,477

Final Budget 31-Jul-19	Main College To Date 05-Jun-20	Early Learning Centre To Date 05-Jun-20	Research Budget To Date 05-Jun-20	To Date 05-Jun-20	Main College Actual 31-Jul-19

ITEM 06A

£	£	£	£	£	£
14,821,145	13,510,588		0	13,510,588	14,938,202
0			0	0	
0			0	0	
0			0	0	
349,173		303,269	0	303,269	
591,550			593,271	593,271	
0	(45,792)			(45,792)	0
15,761,868	13,464,796	303,269	593,271	14,361,336	14,938,202
0	494		0	494	139,660
15,761,868	13,465,290	303,269	593,271	14,361,830	15,077,861
94,305	46,834	0	0	46,834	16,699
22,500	6,682		0	6,682	13,993
434,855	389,688		0	389,688	443,656
40,000	38,403		9,208	47,611	39,109
89,500	46,184		0	46,184	22,519
293,500	187,100	136	0	187,236	284,534
122,000	28,140		0	28,140	105,851
24,000	96,333	0	0	96,333	104,260
127,000	104,884			104,884	104,991
1,247,660	944,247	136	9,208	953,591	1,135,612
4,143,424	3,694,282		0	3,694,282	403,903
5,391,084	4,638,529	136	9,208	4,647,873	1,539,515
459,200	348,699	2,587	79,140	430,427	477,175
507,158	265,658	5,995	0	271,652	392,472
242,224	273,357		82,521	355,878	155,954
62,428	25,258	147	360	25,765	53,337
508,000	539,970	2,140	2,012	544,121	593,493
97,401	84,046	365	1,992	86,403	142,282
113,366	59,202	49	87	59,338	78,740
70,125	231,686		1,866	233,552	307,288
156,986	122,888	583	8,528	132,000	363,108
0			0	0	
343,350	282,314		0	282,314	342,391
0			0	0	
0	(249)		0	(249)	(340)
1,000	1,023		0	1,023	407
56,268	33,695	120	620	34,435	58,691
48,103	47,004	0	1,556	48,560	99,457
0	0		0	0	43,321
13,000	84,524		0	84,524	14,181
621,315	353,105	1,007	11,007	365,120	1,262,125
0	327		0	327	3,054,095
3,299,924	2,752,506	12,994	189,690	2,955,190	7,438,177
0	1,152,000		0	1,152,000	1,534,708
0	0		0	0	0
0	1,152,000	0	0	1,152,000	1,534,708
24,452,876	**22,008,325**	**316,399**	**792,169**	**23,116,893**	**25,590,261**
	3,694,282				403,903
	738,856				80,781
	4,433,139				484,684

Early Learning Centre Actual 31-Jul-19 £	Research Actual 31-Jul-19 £	Final Actual 31-Jul-19 £
0	0	9,377,984
0	58,280	5,244,590
0	0	3,004,411
0	459,300	580,561
0	55	787,434
0	0	1,578,821
266,164	0	522,457
68	6,093	1,870,638
266,232	523,728	22,966,897
360,437	655,363	16,093,662
118	5,366	1,141,096
15,698	322,039	7,775,915
376,254	982,769	25,010,673
(110,022)	(459,041)	(2,043,776)
0	0	4,731,944
0	0	484,684
0	0	4,247,260
(110,022)	**(459,041)**	**2,203,484**
	0	(481,555)
	0	(1,534,708)
0	0	(2,016,263)
	0	0
(110,022)	**(459,041)**	**187,221**

Early Learning Centre Actual 31-Jul-19 £	Research Actual 31-Jul-19 £	Final Actual 31-Jul-19 £
	0	9,241,196
	0	0
		136,788
0	0	9,377,984

ITEM 06A

	0	4,131,381
	51,780	1,099,947
	6,500	6,500
		6,762
0	58,280	5,244,590
	0	155,198
	0	2,717,098
		109,680
		15,908
		6,528
0	0	3,004,411
	0	121,261
	459,300	459,300
0	459,300	580,561
	55	659,700
		125,929
		1,805
	55	787,434
		491,342
		186,267
		187,122
		604,519
		109,571
		0
0	0	1,578,821
212,378		212,378
53,786		53,786
		7,084
		0
		256,430
		(7,222)
266,164	0	522,457
		4,731,944
68	6,093	1,870,638
		(481,555)
266,232	**523,728**	**22,485,342**

ITEM 06A

Early Learning Centre Actual 31-Jul-19 £	Research Actual 31-Jul-19 £	Final Actual 31-Jul-19 £
		15,223
		0
		0
		12,369
		10,283
		9,141
		(498)
		509
		0
		45,529
		14,559
	128	11,443
	5,966	372,623
		1,364,229
		10,939
		2,307
68		1,981
		0
68	6,093	1,870,638

Early Learning Centre Actual 31-Jul-19	Research Actual 31-Jul-19	Final Actual 31-Jul-19

£	£	£
	0	14,938,202
	0	0
	0	0
	0	0
360,437	0	360,437
	655,363	655,363
		0
360,437	655,363	15,954,003
	0	139,660
360,437	655,363	16,093,662
0	0	16,699
	0	13,993
	0	443,656
	4,824	43,933
	0	22,519
85	0	284,619
	543	106,394
33	0	104,293
		104,991
118	5,366	1,141,096
	0	403,903
118	5,366	1,544,999
4,002	99,640	580,817
8,590	0	401,062
	160,356	316,310
219	861	54,418
611	4,437	598,541
484	3,499	146,264
43	206	78,989
	2,190	309,478
607	4,826	368,541
	0	0
	0	342,391
	0	0
	0	(340)
	0	407
0	0	58,691
0	1,058	100,515
	0	43,321
	0	14,181
1,142	44,965	1,308,231
	0	3,054,095
15,698	322,039	7,775,915
	0	1,534,708
	0	0
0	0	1,534,708
376,254	**982,769**	**26,949,284**

ITEM 06A

R1000 **R5750**	Section:	**A7903**

ITEM 06A

INVERNESS COLLEGE **29-May-20**

YEAR ENDED 31 JULY 21

	Subjective Code	Inverness 2020-21 £	Inverness 2019-20 £
Teaching Grant		6,816,603	6,816,603
SIMD		98,852	98,852
ELS		730,772	730,772
SFC Efficiency		(82,602)	(82,602)
Transition Funding		7,563,625	7,563,625
Rural		0	0
FE Top slice		(90,692)	(90,692)
SFC 1% Uplift		79,326	79,326
SFC Additional Rural		0	0
Share of SFC Reduction of 586 Credits		(49,940)	(49,940)
		7,502,319	7,502,319
NPB 17-18		129,604	129,604
NPB 17-18		175,999	175,999
NPB 18-19		1,191,194	1,191,194
NPB 18-19 Lecturer		(53,956)	(53,956)
NPB 18-19 Support		11,836	11,836
		8,956,996	8,956,996
SFC Pension Funding 19-20 and 20-21		498,857	0
Cost of Living Increase - 1.8%		241,333	0
		9,697,186	8,956,996
National Bargaining 19-20		484,899	484,899
PER UHI Figures		**10,182,085**	**9,441,895**
Per Budget		10,182,085	9,441,895
Support Staff National Bargaining 2018-19			
Support Staff National Bargaining 2019-20		(365,000)	(365,000)
		9,817,085	9,076,895
Scottish Teachers' Superannuation Scheme			
80,875 11,553			85,068
			385,000
Budget		**9,817,085**	**9,546,963**
	801001	0	0
	800801	9,817,085	9,076,895
	800811	0	470,068
Budget Per Ledger		**9,817,085**	**9,546,963**
			270,122
			2.83%
Per ONS Cashflow			
Teaching and Fee Waiver Grant			8,692,478
National Bargaining Harmonisation			430,638
			9,123,116
Scottish Teachers' Superannuation Scheme			291,000
			9,414,116
Pension costs April - July 20			166,286
			9,580,402

INVERNESS COLLEGE

YEAR ENDED 31 JULY 21

		Subjective Code	Inverness 2020-21 £		Inverness 2019-20 £
Life Cycle Maintenance	Option 2				
New Subjective	SFC Life Cycle Maintenance		107,551	38,645 56.08%	68,906
Backlog Maintenance	Capital		7,382		4,299
Check					
Buildings Maintenance		200201	50,736		
HIE Maintenance		200220	142,590		
			193,326		

Grant can cover all Revenue Maintenance
Not sure of what Inverness has done in the past

ITEM 06A

INVERNESS COLLEGE

YEAR ENDED 31 JULY 20 and 31 JULY 21

RAM/MICRORAM

	Nos	Budget 31-Jul-20 £	Near Actual 31-Jul-20 £	Nos
Main College - code 800820		4,475,600	4,494,431	
		4,475,600	4,494,431	
RAM		4,803,694	4,620,092	
MicroRam	Asume	(573,817)	(371,384)	
PGDE - Teacher Training Course		137,593	137,593	
		4,367,470	4,386,301	
Research		108,129	108,129	
		4,475,600	4,494,431	
Undergraduate	1,604	4,653,185		1,491
Postgraduate		27,720		
Programme Leadership		122,789		
		4,803,694	4,620,092	
Budget 31 July 20			4,815,742	
Undergraduate shortfall			(261,621)	
Postgraduate surplus			65,971	
			4,620,092	

RESEARCH

Research Excellence Grant	49,129	49,129
University Innovation Fund	59,000	59,000
Research Grant Total	108,129	108,129

Is Research included in Main RAM for 19-20?
For 2020-21 - Set up new Subjective called UHI Research
(This should only be used for REG and UIF)

Per FDPG papers	17-May-19	20-May-20

ITEM 06A

29-May-20

Budget 31-Jul-21 £	Increase £	
4,563,921	88,321	
4,563,921	88,321	
4,805,204		
(400,000)		
158,717		
4,563,921		
0		Keep Research separate
4,563,921	88,321	
4,624,332		
42,231		
138,641		
4,805,204	88,321	

50,083	
0	Notification still awaited
50,083	Have as a separate budget

20-May-20

ITEM 06A

Level	PPF/TEMG Targets 2020-21	Degree	HNs
Undergraduate Scottish & EU	1,490	58%	42%
		864.20	625.80
Postgraduate Taught Scottish & EU	79		
Undergraduate International & RUK	14	7	7
Postgraduate Taught Int & RUK	-		
PGD Education (Primary & Secondary)	33		
TOTAL	**1,616**		
Graduate Apprentices/SDS funded HE	63		

In Ledger

801850	HE - FULL TIME	INCOME	TUITION FEE
801851	HE - OTHER	INCOME	TUITION FEE
801828	OVERSEAS FEES - HE 2018 on		

Should be:

801850	HE - FULL TIME	INCOME	TUITION FEE
801851	HE - OTHER	INCOME	TUITION FEE
801828	OVERSEAS FEES - HE 2018 on		

From: Lorraine Andrews <Lorraine.Andrews.ic@uhi.ac.uk>
Sent: 17 June 2020 14:08
To: Jo MacKinnon <Joanne.MacKinnon.ic@uhi.ac.uk>; Morag Jarvis <Morag.Jarvis.ic@uhi.ac.ul
Subject: RE: Graduate Apprentices

Hi Mo

Hope you are well.

Funding is different for each GA.

Civil Engineering
Level 10 - £8,486.00 per year for 4 years
Level 9 - £5,323.00 per year for 3 years

Early Learning and Childcare
£6,090.00 per year for 3 years

Hope this helps!

Best wishes

Lorraine

Lorraine Andrews
Manager: Developing the Young Workforce
T: 01463 273404

ITEM 06A

M: 07990796919

FE FEES

	£
19/20 to Date actuals (From 801852 & 801853)	107,532.00

ITEM 06A

Per Unit £	Per Unit £	£	£	Total £	PPF/TEMG Targets 2019-20
					1,604
1,820.00	1,285.00	1,572,844.00	804,153.00	2,376,997.00	
1,680.00		132,720.00		132,720.00	60
12,000.00	9,000.00	84,000.00	63,000.00	147,000.00	22
8,640.00	5,850.00			0.00	21
1,820.00		60,060.00		60,060.00	-
					41
				2,716,777.00	**1,748**
	5,323.00			**335,349.00**	
				3,052,126.00	

ES & EDUC CONTRACTS	2,338,665.77
ES & EDUC CONTRACTS	378,111.84
	2,716,777.61
	79,299.70
	2,796,077.31

ES & EDUC CONTRACTS	2,405,126.00
ES & EDUC CONTRACTS	500,000.00
	147,000.00
	3,052,126.00

k>

ITEM 06A

1%	2%	3%
108,607.32	109,682.64	110,757.96

Actuals 2019-20	Var on Target
1,520	-84
33	-27
61	39
29	8
10	
37	-4
1,690	**-67**

INVERNESS COLLEGE

STAFF COSTS REVIEW

Account Code	Description		
Staff Salary Expenditure			
100101	LECTURERS (PERM) BASIC PAY	EXPENDITURE	STAFF COSTS
100102	LECTURERS (PERM) PAY ARREARS	EXPENDITURE	STAFF COSTS
100104	LECTURERS (PERM) N I C	EXPENDITURE	STAFF COSTS
100105	LECT (PERM) SUPERANN SOED	EXPENDITURE	STAFF COSTS
100106	LECT (PERM) SUPERANN HC	EXPENDITURE	STAFF COSTS
100107	LECT (PERM) PENSION EARLY RETI	EXPENDITURE	STAFF COSTS
100109	LECTURERS (PERM) OTHER ALLOWAN	EXPENDITURE	STAFF COSTS
100112	LECTURERS (PERM) TRAVEL & SUBS	EXPENDITURE	STAFF COSTS
100113	LECT (PERM) OTHER STAFF COSTS	EXPENDITURE	STAFF COSTS
105101	LECTURERS (TEMP) BASIC PAY	EXPENDITURE	STAFF COSTS
105104	LECTURERS (TEMP) N I C	EXPENDITURE	STAFF COSTS
105105	LECT (TEMP) SUPERANN - SOED	EXPENDITURE	STAFF COSTS
105106	LECT (TEMP) SUPERANN - HC	EXPENDITURE	STAFF COSTS
105109	LECT (TEMP) OTHER ALLOWANCES	EXPENDITURE	STAFF COSTS
105112	LECTURERS (TEMP) TRAVEL & SUBS	EXPENDITURE	STAFF COSTS
105113	LECT (TEMP) OTHER STAFF COSTS	EXPENDITURE	STAFF COSTS
105114	LECTURERS (TEMP) AGENCY STAFF	EXPENDITURE	STAFF COSTS
105115	TEMPORARY STAFF RETURNS	EXPENDITURE	STAFF COSTS
115107	MANUAL STAFF PENSION EARLY RET	EXPENDITURE	STAFF COSTS
120101	ADMIN - BASIC PAY	EXPENDITURE	STAFF COSTS
120102	ADMIN - ARREARS OF PAY	EXPENDITURE	STAFF COSTS
120103	ADMIN - OVERTIME	EXPENDITURE	STAFF COSTS
120104	ADMIN - NATIONAL INSURANCE CON	EXPENDITURE	STAFF COSTS
120105	ADMIN - SUPERANN - SOED	EXPENDITURE	STAFF COSTS
120106	ADMIN - SUPERANN - HC	EXPENDITURE	STAFF COSTS
120109	ADMIN - OTHER ALLOWANCES	EXPENDITURE	STAFF COSTS
120112	ADMIN - TRAVEL & SUBSISTENCE	EXPENDITURE	STAFF COSTS
120113	ADMIN - OTHER STAFF COSTS	EXPENDITURE	STAFF COSTS
120114	ADMIN - AGENCY STAFF	EXPENDITURE	STAFF COSTS
125101	CATERING - BASIC PAY	EXPENDITURE	STAFF COSTS
125102	CATERING - ARREARS OF PAY	EXPENDITURE	STAFF COSTS
125103	CATERING - OVERTIME	EXPENDITURE	STAFF COSTS
125104	CATERING - NATIONAL INSURANCE	EXPENDITURE	STAFF COSTS
125106	CATERING - SUPERANN - NEST	EXPENDITURE	STAFF COSTS
125109	CATERING - OTHER ALLOWANCES	EXPENDITURE	STAFF COSTS
125113	CATERING - OTHER STAFF COSTS	EXPENDITURE	STAFF COSTS
190100	APPRENTICE LEVY	EXPENDITURE	STAFF COSTS
100103	LECTURERS (PERM) OVERTIME		
100111	LECTURERS (PERM) ADVANCES		
105102	LECTURERS (TEMP) PAY ARREARS		
115113	MANUAL STAFF OTHER STAFF COSTS		

120111	ADMIN - ADVANCES		
125112	CATERING - TRAVEL & SUBSISTENC		
125114	CATERING - AGENCY STAFF		
197001	PENSION STAFF COSTS		

Per Fiona Mustarde's Budget note to Board (June 2019)

Other Staff Costs

400411	AGENCY STAFF	EXPENDITURE	OTHER OPERATION/

Collate

100101	LECTURERS (PERM) BASIC PAY	EXPENDITURE	STAFF COSTS
100102	LECTURERS (PERM) PAY ARREARS	EXPENDITURE	STAFF COSTS
100104	LECTURERS (PERM) N I C	EXPENDITURE	STAFF COSTS
100105	LECT (PERM) SUPERANN SOED	EXPENDITURE	STAFF COSTS
100106	LECT (PERM) SUPERANN HC	EXPENDITURE	STAFF COSTS
100107	LECT (PERM) PENSION EARLY RETI	EXPENDITURE	STAFF COSTS
100109	LECTURERS (PERM) OTHER ALLOWAN	EXPENDITURE	STAFF COSTS
100112	LECTURERS (PERM) TRAVEL & SUBS	EXPENDITURE	STAFF COSTS
100113	LECT (PERM) OTHER STAFF COSTS	EXPENDITURE	STAFF COSTS
105109	LECT (TEMP) OTHER ALLOWANCES	EXPENDITURE	STAFF COSTS
105112	LECTURERS (TEMP) TRAVEL & SUBS	EXPENDITURE	STAFF COSTS
105113	LECT (TEMP) OTHER STAFF COSTS	EXPENDITURE	STAFF COSTS
105101	LECTURERS (TEMP) BASIC PAY	EXPENDITURE	STAFF COSTS
105104	LECTURERS (TEMP) N I C	EXPENDITURE	STAFF COSTS
105105	LECT (TEMP) SUPERANN - SOED	EXPENDITURE	STAFF COSTS
105106	LECT (TEMP) SUPERANN - HC	EXPENDITURE	STAFF COSTS
105114	LECTURERS (TEMP) AGENCY STAFF	EXPENDITURE	STAFF COSTS
105115	TEMPORARY STAFF RETURNS	EXPENDITURE	STAFF COSTS

Per Fiona Mustarde's Budget note to Board (June 2019)

115107	MANUAL STAFF PENSION EARLY RET	EXPENDITURE	STAFF COSTS
120101	ADMIN - BASIC PAY	EXPENDITURE	STAFF COSTS
120102	ADMIN - ARREARS OF PAY	EXPENDITURE	STAFF COSTS
120103	ADMIN - OVERTIME	EXPENDITURE	STAFF COSTS
120104	ADMIN - NATIONAL INSURANCE CON	EXPENDITURE	STAFF COSTS
120105	ADMIN - SUPERANN - SOED	EXPENDITURE	STAFF COSTS
120106	ADMIN - SUPERANN - HC	EXPENDITURE	STAFF COSTS
120109	ADMIN - OTHER ALLOWANCES	EXPENDITURE	STAFF COSTS
120112	ADMIN - TRAVEL & SUBSISTENCE	EXPENDITURE	STAFF COSTS

120113	ADMIN - OTHER STAFF COSTS	EXPENDITURE	STAFF COSTS
120114	ADMIN - AGENCY STAFF	EXPENDITURE	STAFF COSTS
125101	CATERING - BASIC PAY	EXPENDITURE	STAFF COSTS
125102	CATERING - ARREARS OF PAY	EXPENDITURE	STAFF COSTS
125103	CATERING - OVERTIME	EXPENDITURE	STAFF COSTS
125104	CATERING - NATIONAL INSURANCE	EXPENDITURE	STAFF COSTS
125106	CATERING - SUPERANN - NEST	EXPENDITURE	STAFF COSTS
125109	CATERING - OTHER ALLOWANCES	EXPENDITURE	STAFF COSTS
125113	CATERING - OTHER STAFF COSTS	EXPENDITURE	STAFF COSTS
190100	APPRENTICE LEVY	EXPENDITURE	STAFF COSTS

Lecturer Main
Lecturer - Pension Early Retirement — 2018-19 was double trend due to reduction i
(This was posted elsewhere in ledger)

Lect (Perm) Other
Lect (Temporary) Other
Temporary - Lecturer and Other
Manual Staff Pension
Admin Staff
Admin - Other
Catering
Apprentice Levy

Additional Provision - is this enough?

Budget at

ITEM 06A

	Budget 2020-21	Budget 2019-20	Actual 2019-20	To Date * 12/10	Sub Total 2019-20 to date
WAGES & SALARIES	6,675,636	7,074,499	5,911,182	7,093,419	5,911,182
WAGES & SALARIES	0	0	16,041	19,249	16,041
SOCIAL SECURITY COSTS	684,480	752,287	617,832	741,399	617,832
OTHER PENSIONS COSTS	1,438,776	1,589,896	1,251,713	1,502,055	1,251,713
OTHER PENSIONS COSTS	0	0	53,889	64,666	53,889
WAGES & SALARIES	126,324	0	62,078	74,494	62,078
WAGES & SALARIES	56,171	0	6,056	7,267	6,056
WAGES & SALARIES	59,832	35,011	43,912	52,694	43,912
WAGES & SALARIES	70,001	89,936	57,254	68,704	57,254
WAGES & SALARIES	0	0	65,720	78,864	65,720
SOCIAL SECURITY COSTS	0	0	23,413	28,096	23,413
OTHER PENSIONS COSTS	0	0	72,703	87,243	72,703
OTHER PENSIONS COSTS	0	0	361	433	361
WAGES & SALARIES	0	0	17,057	20,469	17,057
WAGES & SALARIES	3,584	0	2,084	2,501	2,084
WAGES & SALARIES	0	0	150	180	150
WAGES & SALARIES	0	0	0	0	0
WAGES & SALARIES	813,500	113,530	407,559	489,071	407,559
WAGES & SALARIES	9,336	0	6,224	7,469	6,224
WAGES & SALARIES	5,163,484	5,161,522	4,213,566	5,056,279	4,213,566
WAGES & SALARIES	0	0	7,660	9,192	7,660
WAGES & SALARIES	0	10,000	14,236	17,083	14,236
SOCIAL SECURITY COSTS	478,484	507,097	395,434	474,521	395,434
OTHER PENSIONS COSTS	102,864	94,105	75,405	90,485	75,405
OTHER PENSIONS COSTS	877,108	811,153	652,900	783,480	652,900
WAGES & SALARIES	2,460	0	27,670	33,204	27,670
WAGES & SALARIES	35,584	73,708	27,540	33,048	27,540
WAGES & SALARIES	30,000	41,000	19,952	23,943	19,952
WAGES & SALARIES	0	0	48,289	57,947	48,289
WAGES & SALARIES	257,844	350,439	210,775	252,931	210,775
WAGES & SALARIES	0	0	415	498	415
WAGES & SALARIES	0	0	4,506	5,407	4,506
SOCIAL SECURITY COSTS	14,964	21,009	13,033	15,639	13,033
OTHER PENSIONS COSTS	516	16,468	28,292	33,951	28,292
WAGES & SALARIES	0	0	176	212	176
WAGES & SALARIES	0	1,700	494	593	494
WAGES & SALARIES	51,500	51,000	43,462	52,154	43,462
		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0

		0	0	0	0
		0	0	0	0
		0	0	0	0
		0	0	0	0
	16,952,448	16,794,361	14,399,032	17,278,839	14,399,032
		700,000			
	16,952,448	**17,494,361**	**14,399,032**	**17,278,839**	**14,399,032**

ADMIN & CENTRAL SERVICES		0	494		494

	Budget 2020-21	Budget 2019-20	Actual 2019-20	To Date * 12/10	Sub Total 2019-20 to date
WAGES & SALARIES	6,675,636	7,074,499	5,911,182	7,093,419	5,911,182
WAGES & SALARIES	0	0	16,041	19,249	16,041
SOCIAL SECURITY COSTS	684,480	752,287	617,832	741,399	617,832
OTHER PENSIONS COSTS	1,438,776	1,589,896	1,251,713	1,502,055	1,251,713
OTHER PENSIONS COSTS	0	0	53,889	64,666	53,889
	8,798,892	9,416,682	7,850,656	9,420,788	7,850,656
WAGES & SALARIES	126,324	0	62,078	74,494	62,078
WAGES & SALARIES	56,171	0	6,056	7,267	6,056
WAGES & SALARIES	59,832	35,011	43,912	52,694	43,912
WAGES & SALARIES	70,001	89,936	57,254	68,704	57,254
	186,004	124,947	107,221	128,665	107,221
WAGES & SALARIES	0	0	17,057	20,469	17,057
WAGES & SALARIES	3,584	0	2,084	2,501	2,084
WAGES & SALARIES	0	0	150	180	150
	3,584	0	19,291	23,150	19,291
		683,707			
WAGES & SALARIES	0	0	65,720	78,864	65,720
SOCIAL SECURITY COSTS	0	0	23,413	28,096	23,413
OTHER PENSIONS COSTS	0	0	72,703	87,243	72,703
OTHER PENSIONS COSTS	0	0	361	433	361
WAGES & SALARIES	0	0	0	0	0
WAGES & SALARIES	813,500	113,530	407,559	489,071	407,559
	813,500	113,530	569,756	683,707	569,756
		700,000			
	813,500	813,530	569,756	683,707	569,756
WAGES & SALARIES	9,336	0	6,224	7,469	6,224
WAGES & SALARIES	5,163,484	5,161,522	4,213,566	5,056,279	4,213,566
WAGES & SALARIES	0	0	7,660	9,192	7,660
WAGES & SALARIES	0	10,000	14,236	17,083	14,236
SOCIAL SECURITY COSTS	478,484	507,097	395,434	474,521	395,434
OTHER PENSIONS COSTS	102,864	94,105	75,405	90,485	75,405
OTHER PENSIONS COSTS	877,108	811,153	652,900	783,480	652,900
	6,621,940	6,583,878	5,359,200	6,431,040	5,359,200
WAGES & SALARIES	2,460	0	27,670	33,204	27,670
WAGES & SALARIES	35,584	73,708	27,540	33,048	27,540

ITEM 06A

WAGES & SALARIES	30,000	41,000	19,952	23,943	19,952
WAGES & SALARIES	0	0	48,289	57,947	48,289
	68,044	114,708	123,451	148,141	123,451
WAGES & SALARIES	257,844	350,439	210,775	252,931	210,775
WAGES & SALARIES	0	0	415	498	415
WAGES & SALARIES	0	0	4,506	5,407	4,506
SOCIAL SECURITY COSTS	14,964	21,009	13,033	15,639	13,033
OTHER PENSIONS COSTS	516	16,468	28,292	33,951	28,292
WAGES & SALARIES	0	0	176	212	176
WAGES & SALARIES	0	1,700	494	593	494
	273,324	389,616	257,692	309,230	257,692
WAGES & SALARIES	51,500	51,000	43,462	52,154	43,462
	16,952,448	**17,494,361**	**14,399,032**	**17,278,839**	**14,399,032**
	8,798,892	9,416,682	7,850,656	9,420,788	7,850,656
in interest rate	126,324	0	62,078	74,494	62,078
	186,004	124,947	107,221	128,665	107,221
	3,584	0	19,291	23,150	19,291
	813,500	813,530	569,756	683,707	569,756
	9,336	0	6,224	7,469	6,224
	6,621,940	6,583,878	5,359,200	6,431,040	5,359,200
	68,044	114,708	123,451	148,141	123,451
	273,324	389,616	257,692	309,230	257,692
	51,500	51,000	43,462	52,154	43,462
	16,952,448	**17,494,361**	**14,399,032**	**17,278,839**	**14,399,032**

Budget 2020-21	**Budget 2019-20**	**Actual 2019-20**	**To Date * 12/10**	**Sub Total 2019-20 to date**
17,400,000				

ITEM 06A

Actual Period May 2020	Previous Period April 2020	Previous Period March 2020	Previous Period Feb 2020	Previous Period Jan 2020	Actual Period Dec 2019	Previous Period Nov 19
581,356	612,298	594,277	592,154	587,128	610,051	578,885
0	0	138	520	0	0	718
61,074	63,363	62,056	62,723	60,858	64,526	60,917
125,719	129,687	128,001	130,110	127,711	131,844	127,945
5,953	7,039	6,847	5,840	5,352	6,628	5,291
10,468	10,437	10,293	10,293	10,293	10,293	0
3,680	576	160	680	160	160	160
90	270	5,951	4,774	1,613	7,788	6,680
-47	2,138	2,611	4,728	16,900	2,551	3,158
650	30,070	1,381	1,517	488	23,500	1,683
2,112	4,207	1,978	3,672	1,626	4,013	2,069
7,067	11,416	7,073	9,857	6,330	10,934	6,446
0	22	0	0	0	159	129
2,385	407	1,694	9,729	832	407	719
156	0	127	404	33	115	546
0	0	150	0	0	0	0
0	-778	0	0	0	0	0
45,920	36,054	47,189	68,190	41,902	50,230	46,161
0	1,556	778	778	778	778	778
209,933	428,960	426,562	414,787	634,756	434,599	428,083
1,139	1,394	706	728	204	333	734
37	731	2,048	3,089	3,907	439	1,349
9,472	39,397	39,371	38,896	69,160	41,597	39,451
7,776	7,823	7,770	7,813	7,809	7,907	7,875
28,448	66,017	66,162	64,771	101,833	66,493	65,970
847	557	1,033	976	577	5,877	597
50	224	4,914	3,998	1,430	4,538	3,260
0	53	1,272	994	7,144	76	3,480
-8,600	2,697	1,750	14,098	3,348	14,551	2,790
19,690	19,977	20,174	22,452	21,202	22,057	21,274
0	0	0	0	0	0	0
0	0	423	589	434	583	577
1,104	1,144	1,154	1,304	1,308	1,436	1,327
2,331	2,342	2,315	2,752	2,994	3,113	3,046
0	0	0	46	77	0	0
0	0	494	0	0	0	0
4,463	4,270	4,371	4,167	4,547	4,210	4,260
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

ITEM 06A

0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
1,123,270	1,484,347	1,451,224	1,487,433	1,722,736	1,531,784	1,426,358
1,123,270	**1,484,347**	**1,451,224**	**1,487,433**	**1,722,736**	**1,531,784**	**1,426,358**
494	-630	0	0	630	0	0

Actual Period May 2020	Previous Period April 2020	Previous Period March 2020	Previous Period Feb 2020	Previous Period Jan 2020	Actual Period Dec 2019	Previous Period Nov 19
581,356	612,298	594,277	592,154	587,128	610,051	578,885
0	0	138	520	0	0	718
61,074	63,363	62,056	62,723	60,858	64,526	60,917
125,719	129,687	128,001	130,110	127,711	131,844	127,945
5,953	7,039	6,847	5,840	5,352	6,628	5,291
774,102	812,387	791,319	791,348	781,049	813,048	773,755
10,468	10,437	10,293	10,293	10,293	10,293	0
3,680	576	160	680	160	160	160
90	270	5,951	4,774	1,613	7,788	6,680
-47	2,138	2,611	4,728	16,900	2,551	3,158
3,723	2,984	8,722	10,183	18,673	10,499	9,998
2,385	407	1,694	9,729	832	407	719
156	0	127	404	33	115	546
0	0	150	0	0	0	0
2,541	407	1,972	10,134	865	521	1,265
650	30,070	1,381	1,517	488	23,500	1,683
2,112	4,207	1,978	3,672	1,626	4,013	2,069
7,067	11,416	7,073	9,857	6,330	10,934	6,446
0	22	0	0	0	159	129
0	-778	0	0	0	0	0
45,920	36,054	47,189	68,190	41,902	50,230	46,161
55,749	80,991	57,621	83,237	50,346	88,836	56,489
55,749	80,991	57,621	83,237	50,346	88,836	56,489
0	1,556	778	778	778	778	778
209,933	428,960	426,562	414,787	634,756	434,599	428,083
1,139	1,394	706	728	204	333	734
37	731	2,048	3,089	3,907	439	1,349
9,472	39,397	39,371	38,896	69,160	41,597	39,451
7,776	7,823	7,770	7,813	7,809	7,907	7,875
28,448	66,017	66,162	64,771	101,833	66,493	65,970
256,803	544,322	542,620	530,085	817,670	551,367	543,461
847	557	1,033	976	577	5,877	597
50	224	4,914	3,998	1,430	4,538	3,260

ITEM 06A

0	53	1,272	994	7,144	76	3,480
-8,600	2,697	1,750	14,098	3,348	14,551	2,790
-7,703	3,531	8,968	20,066	12,499	25,042	10,127
19,690	19,977	20,174	22,452	21,202	22,057	21,274
0	0	0	0	0	0	0
0	0	423	589	434	583	577
1,104	1,144	1,154	1,304	1,308	1,436	1,327
2,331	2,342	2,315	2,752	2,994	3,113	3,046
0	0	0	46	77	0	0
0	0	494	0	0	0	0
23,125	23,463	24,560	27,143	26,015	27,189	26,224
4,463	4,270	4,371	4,167	4,547	4,210	4,260
1,123,270	**1,484,347**	**1,451,224**	**1,487,433**	**1,722,736**	**1,531,784**	**1,426,358**
774,102	812,387	791,319	791,348	781,049	813,048	773,755
10,468	10,437	10,293	10,293	10,293	10,293	0
3,723	2,984	8,722	10,183	18,673	10,499	9,998
2,541	407	1,972	10,134	865	521	1,265
55,749	80,991	57,621	83,237	50,346	88,836	56,489
0	1,556	778	778	778	778	778
256,803	544,322	542,620	530,085	817,670	551,367	543,461
-7,703	3,531	8,968	20,066	12,499	25,042	10,127
23,125	23,463	24,560	27,143	26,015	27,189	26,224
4,463	4,270	4,371	4,167	4,547	4,210	4,260
1,123,270	**1,484,347**	**1,451,224**	**1,487,433**	**1,722,736**	**1,531,784**	**1,426,358**

Actual Period May 2020	Previous Period April 2020	Previous Period March 2020	Previous Period Feb 2020	Previous Period Jan 2020	Actual Period Dec 2019	Previous Period Nov 19
13,479,245	17,812,170	17,414,693				
486,998	486,999	487,000				
13,966,243	18,299,169	17,901,693				

ITEM 06A

Previous Period Oct 19	Previous Period Sept 2019	Previous Period Aug 2019	Actual 2018-19
583,010	583,179	588,845	6,408,081
2,801	11,586	276	16,496
61,696	60,552	60,068	682,206
127,578	127,393	95,725	1,061,539
5,047	3,931	1,960	42,075
0	0	0	0
160	1,408	-1,088	73,024
13,058	2,537	1,149	82,391
18,008	8,878	-1,671	79,429
2,922	3,717	-209	138,740
3,561	949	-773	44,965
10,812	3,273	-505	97,415
-14	62	3	664
305	71	509	17,300
375	327	0	4,984
0	0	0	100
0	778	0	0
67,921	12,085	-8,093	704,276
778	0	0	9,187
409,693	410,458	415,736	4,859,503
140	842	1,440	22,806
2,548	2,515	-2,427	32,390
38,544	38,644	40,902	466,970
7,586	7,482	5,563	61,376
64,705	64,323	64,176	760,914
835	1,880	14,493	10,820
5,702	1,107	2,316	48,529
2,885	3,771	278	57,464
6,284	7,678	3,692	0
21,388	20,868	21,694	284,475
0	415	0	2,368
632	161	1,108	8,729
1,337	1,367	1,552	20,845
2,994	3,111	3,294	19,312
54	0	0	564
0	0	0	625
4,051	9,123	0	46,679
0	0	0	1,758
0	0	0	0
0	0	0	4,364
0	0	0	1,090

0	0	0	500
0	0	0	27
0	0	0	0
0	0	0	1,110,000
1,467,396	1,394,473	1,310,011	17,284,978
1,467,396	**1,394,473**	**1,310,011**	**17,284,978**
0	0	0	139,660

Previous Period Oct 19	Previous Period Sept 2019	Previous Period Aug 2019	Actual 2018-19
583,010	583,179	588,845	6,408,081
2,801	11,586	276	16,496
61,696	60,552	60,068	682,206
127,578	127,393	95,725	1,061,539
5,047	3,931	1,960	42,075
780,132	786,642	746,874	8,210,398
0	0	0	0
160	1,408	-1,088	73,024
13,058	2,537	1,149	82,391
18,008	8,878	-1,671	79,429
31,226	12,822	-1,610	234,843
305	71	509	17,300
375	327	0	4,984
0	0	0	100
680	398	509	22,384
2,922	3,717	-209	138,740
3,561	949	-773	44,965
10,812	3,273	-505	97,415
-14	62	3	664
0	778	0	0
67,921	12,085	-8,093	704,276
85,201	20,864	-9,578	986,060
85,201	20,864	-9,578	986,060
778	0	0	9,187
409,693	410,458	415,736	4,859,503
140	842	1,440	22,806
2,548	2,515	-2,427	32,390
38,544	38,644	40,902	466,970
7,586	7,482	5,563	61,376
64,705	64,323	64,176	760,914
523,216	524,265	525,390	6,203,958
835	1,880	14,493	10,820
5,702	1,107	2,316	48,529

2,885	3,771	278	57,464
6,284	7,678	3,692	0
15,706	14,436	20,779	116,813
21,388	20,868	21,694	284,475
0	415	0	2,368
632	161	1,108	8,729
1,337	1,367	1,552	20,845
2,994	3,111	3,294	19,312
54	0	0	564
0	0	0	625
26,404	25,922	27,647	336,917
4,051	9,123	0	46,679
1,467,396	**1,394,473**	**1,310,011**	**16,167,239**
780,132	786,642	746,874	8,210,398
0	0	0	0
31,226	12,822	-1,610	234,843
680	398	509	22,384
85,201	20,864	-9,578	986,060
778	0	0	9,187
523,216	524,265	525,390	6,203,958
15,706	14,436	20,779	116,813
26,404	25,922	27,647	336,917
4,051	9,123	0	46,679
1,467,396	**1,394,473**	**1,310,011**	**16,167,239**

Previous Period Oct 19	Previous Period Sept 2019	Previous Period Aug 2019	Actual 2018-19

ITEM 06B

University of the Highlands and Islands
Inverness College

College Board

Subject/Title:	Capital Plan 2020-21
Author: [Name and Job title]	Roderick M Ferrier, Director of Finance (Shared)
Meeting:	College Board
Meeting Date:	30 June 2020
Date Paper prepared:	26 June 2020
Brief Summary of the paper:	To provide the committee with information on planned expenditure and commitments on capital funding allocation for 2020-21
Action requested: [Approval, recommendation, discussion, noting]	Consideration and discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	Yes **If yes, please specify**: Must ensure funds are fully utilised in year and on budget.
Risk implications:	Yes **If yes, please specify:** Operational: to support the institution in the delivery of its operational objectives. Organisational: if funds not utilised or overspend could lead to reduction in future years allocations
Equality and Diversity implications:	No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	

ITEM 06B

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

*If a paper should **not** be included within "open" business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)	x	Its disclosure would constitute a breach of confidence actionable in court (S36)	
Its disclosure would constitute a breach of the Data Protection Act (S38)		Other (please give further details)	
For how long must the paper be withheld? (express either as the time which needs to pass or a condition which needs to be met.)			

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

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

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

Recommendation

That members note the terms of the report, and approve the planned capital expenditure for 2020-21 (period 1 April 20 – 31 March 21) subject to the comment that this may be subject to a degree of change depending on further internal consideration.

Purpose of Report

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

Background

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

Capital Funding Allocations 2020-21

Funding allocations are given on sheet Capital Funding. At the time or preparing this report, these have still to be approved through the UHI Finance approval procedures.

FE Capital

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

HE Capital

The HE capital funding allocated to UHI comprises two elements of capital maintenance grant, and Research capital from the Department of Business Innovation and Skills (BIS). I am still await information on BIS funding. It will probably be in the region of £10,000 - £15,000.

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

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

Proposed Spend - HE Capital Maintenance

I enclose indicative spend for the capital budgets. These have still to be finalised internally.

ITEM 06b

INVERNESS COLLEGE UHI **17-Jun-20**

YEAR ENDED 31 MARCH 21

HE Capital

	FE Lifecycle Maintenance £	FE Backlog £	Total £	HE Capital £	BIS Research £
2020-21					
	107,551	7,382	114,933	169,111	?

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

INVERNESS COLLEGE UHI

YEAR ENDED 31 MARCH 21

HE Capital - Planned Spend

Location	Date	Reason	Reference	Net £	VAT £	Gross £	ACN Ref
Main Campus		Room lay-out modification to increase class size to staff ratio. 2 rooms identified.		34,000	6,800	40,800	
School of Forestry		SSF E block room modification to convert bike maintenance area to office / classroom space.		12,000	2,400	14,400	
Main Campus		Modification to ground floor workshops to accommodate increase in student numbers.		20,000	4,000	24,000	
Main Campus		Bike shed over cladding, plinth and install. Shed has already been purchased and planning approved. Additional cladding is part of planning requirements. Outstanding balance of 2019/20 project		5,000	1,000	6,000	
Main Campus		Electric car charge points two locations Car Park 1 and goods yard for future college fleet.		10,000	2,000	12,000	
Main Campus		Widen the path running through the Well-being Garden. Currently too narrow for wheelchair users to access. To be widened to 1.2m at least.		11,334	2,267	13,601	
				92,334	**18,467**	**110,801**	

Works committed prior to 31 March 2020 but not yet commenced

							Status	
Main Campus	GTFM	Provide power to the goods yard + lighting + frost protection to storage containers	IV15461	15,706	3,141	18,847	GTFM to schedule work	0193
School of Forestry	GTFM	Tractor Shed Welfare Facilities	IV16860	9,800	1,960	11,760	GTFM to schedule work	0262
Main Campus	GTFM	Bike Shed	IV16855	14,857	2,971	17,829	Work not yet commenced - on hold pending planning permission/construction issues	0256
Main Campus	GTFM	Additional sensor in G33, noting WAHU supply share with G32.	IV16608	4,493	899	5,392	GTFM to schedule work	0204
				44,856	**8,971**	**53,828**		
				137,190	**27,438**	**164,629**		

Total Funding	HE Capital	169,111
	FE Backlog Maintenance	7,382
		176,493

ITEM 07

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Board Chair Evaluation
Author: [Name and Job title]	Lisa Ross, Board Secretary
Meeting:	Board of Management
Meeting Date:	30 June 2020
Date Paper prepared:	23 June 2019
Brief Summary of the paper:	The Code of Good Governance for Scotland's Colleges establishes standards of good governance practice for all boards and provides the essential foundations for compliance within the legislative framework. One of the five principles around which the code has been developed is effectiveness. Paragraph D24 states that "The board must agree a process for evaluating the effectiveness of the board chair and the committee chairs"
Action requested: [Approval, recommendation, discussion, noting]	The committee is requested to complete the Board Chair evaluation exercise.
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	Governance Compliance.
Resource implications:	
Risk implications:	Yes/No Operational: required for the proper Governance of the College
Equality and Diversity implications:	N/A
Consultation: [staff, students, UHI & Partners, External] and provide detail	

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

ITEM 07

University of the Highlands and Islands
Inverness College

Evaluation of Chair of the Board of Management

Chair being evaluated: ……SARAH BURTON……

Circle to indicate Tendency

Keeps members on topic and to the agenda	1 2 3 4 5 6	Tends to criticise the ideas and values of members
Summarises discussions and decisions impartially and confirms action points	1 2 3 4 5 6	Tends to force ideas on to the group
Spots likely problems early and states them in a constructive way	1 2 3 4 5 6	Makes decisions without consulting the group or despite the group's views
Suggests solutions	1 2 3 4 5 6	Leaves decisions 'hanging'
Ensures adequate time is given to the different areas of the agenda	1 2 3 4 5 6	Talks too much and gets too involved
Facilitates the expression of all views and opinions	1 2 3 4 5 6	Allows individuals to dominate discussion
Communicates information to Board members	1 2 3 4 5 6	Fails to inform Board members of important information
Supports individual Board members	1 2 3 4 5 6	Is too distant or directing

Comments

Completed by Board of Management collectively:

Date……

ITEM 08

University of the Highlands and Islands Inverness College

BOM Committee

Subject/Title:	Financial Recovery Update
Author: [Name and Job title]	Professor Chris O'Neil
Meeting:	Board of Management Committee
Meeting Date:	30 June 2020
Date Paper prepared:	18 June 2020
Brief Summary of the paper:	The paper gives an update on progress on Financial Recovery and Sustainability.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	Finance Risk
Resource implications:	Yes – staffing will be affected
Risk implications:	Yes / No **If yes, please specify:** Operational: Yes Organisational: Yes

Equality and Diversity implications:	No
Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	Confidential
Freedom of Information Can this paper be included in "open" business* [Yes/No]	No

*If a paper should **not** be included within "open" business, please highlight below the reason.

Its disclosure would substantially prejudice a		Its disclosure would substantially	
Its disclosure would substantially prejudice the		Its disclosure would constitute a breach of	
Its disclosure would constitute a breach of the		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

ITEM 09

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Student Enrolment 2019/20 and Recruitment 2020/21 - Update
Author: [Name and Job title]	Roddy Henry, Depute Principal – P&SE
Meeting:	Board of Management
Meeting Date:	30 June 2020
Date Paper prepared:	22 June 2020
Brief Summary of the paper:	To provide the committee with an update on student activity in 2019/20 and recruitment for 2020/2. An analysis of HE activity across UHI is included, as is an analysis of HE trends across Scottish universities.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	• Growth in the curriculum • Financial sustainability
Resource implications:	No **If yes, please specify**:
Risk implications:	Yes **If yes, please specify:** Operational: Organisational: achieving student numbers targets
Equality and Diversity implications:	No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	n/a

ITEM 09

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 Enrolment 2019-20 - Update

Executive summary

The current student activity indicates that:

- FE credit activity is currently 993 credits (3.4%) down on target due to Covid-19 restrictions. Colleges will not be penalised for not meeting target this year.
- HE funded undergraduate activity is 84 FTE (5%) below target. The UHI is 6% below target overall.

Based on the trend in applications over the last five years and the number of current active applications for 2020-21, which is down on last year in both FE and HE, meeting recruitment targets is going to be challenging in 2020-21.

SFC has confirmed that it will not seek to recover funds for any shortfall against credit target in 2020-21, as well as in 2019-20. A trend analysis of HE recruitment across the UHI and the Scottish sector shows a systemic downturn in HE recruitment.

Background information

Student recruitment can be measured in several ways: enrolments, head-count, credits and full-time equivalents (FTE). For reporting purposes, and in line with funding methodologies, credits are used as the measurement for student activity at further education (FE) level and FTE is used for the measure at higher education (HE) level.

The college is allocated a FE credit target via the FE Regional Board (FERB). The allocation (or target) is a share of the total FE funding provided to the region by the Scottish Funding Council (SFC). There is also a small allocation of European Structural Investment Funds (ESIF) funding available for additional credits.

The majority of HE FTE is SFC funded undergraduate (UG) activity. Each year, the Academic Partners submit their UG funded FTE targets to the Partnership Planning Forum (PPF). These are collated to create the university's UG funded numbers target: the individual and collated targets are known as the *PPF targets*. 130 FTE of this target is funded through ESF this year, up from 67 last year.

Student enrolment activity against 2019-20 targets as at 22 June 2020

FE Activity

The FE core credit target for 2019/20 is 28,915, with an additional ESIF credit target of 296, making a total of 29,211.

FE	**2019/20**
Core Credit Target	28,915
ESIF Target	296
Total Target	29,211
Total Credits as at 22/06/2020	**28,218**

The table above shows the current total credits on the student records system. This is 993 credits (3.4%) below our year-end target. The current forecast for FE activity is that the college will not meet its credit target. The difference is largely due to the COVID-19 restrictions which have prevented the college enrolling further part-time, work-based and commercial courses.

In her letter to college principals on 19 March, Karen Watt (Chief Exec of SFC) stated that a shortfall against credit targets was to be expected and that SFC will not recover funds for shortfalls against targets for 2019-20 where these are related to COVID-19.

We have already reported an anticipated shortfall of 1,065 credits to SFC via the Mid-Year Financial return and other requests that are being collated on a partnership level. The reasons for the shortfall were also provided to SFC via EO:

- The FES Q2 (February) returns in 2018-19 and 2019-20 were almost identical, at 27,385 and 27,392, respectively. The pattern of recruitment thereon in was planned and expected to be similarly comparable, and in line with previous years.
- There was a further 7.5% increase in credits in 2018-19 from FES Q2 to FES Q4 (October). This was due to further Modern Apprentice, SVQ and other short course enrolments, as well as data integrity checks. On the basis of similarly planned activity in 2019-20, the credit count as at FES Q4 2019-20 was estimated at 29,446.
- A further 754 credits had been generated between the FES Q2 submission and lockdown at the end of March, bringing the anticipated total to 28,146 and the anticipated shortfall due to Covid-19 to 1,065 credits.
- The following courses were planned and unable to commence due to Covid-19 as they are work-based: SVQ 2 Social Services and Healthcare, SVQ 3 Social Services and Healthcare, SVQ 3 Social Services (Children and Young People), 3rd year Modern Apprenticeship in Carpentry and Joinery, 3rd year Modern Apprenticeship in Painting and Decorating, SVQ 3 Electrical Installation, and 4th yr MA in Stonemasonry
- In addition, a number of short courses including Basic Chainsaw Use, Chainsaw Maintenance & Crosscut, C&G 18th Edition Wiring Regulations, IOSH Managing Safely, REHIS Elementary Food Hygiene and ACS Domestic Gas Appliances: Initial Training were unable to commence due to their practical nature.

Our ESIF component of credit funding amounts to £129,478: initial thoughts were that we would be unlikely to recover this as draw down is dependent on achieving the core credit activity and the ESIF component. However, SFC are confident that overall will meet core and be near ESIF target, but the ESIF funds may have to be redistributed. Colleges were asked to report their estimated final credit claim to SFC by 12 June; the UHI made a regional response to this request.

Enrolments by fee status

The following tables provide a breakdown of FE enrolments by fee status, showing the number of enrolments from Scottish, International EU and Rest of UK students.

FE enrolments by Fee Status:

FEE STATUS	ENRs
EU	98
Scottish	4,006
International	17
RUK	2
Grand Total	**4,123**

HE

The PPF target for 2019/20 for Inverness College undergraduate students (excluding PGDE) with a fee status of Scottish or European is 1,604 FTE. As at 15th June 2020 the FTE, counting by module attachment is 1,519.8 FTE which is 94.8% of target. Graduate Apprentices account for an additional 35 non-PPF FTEs.

However, as agreed at PPF, there is an undergraduate ESF target of 130 FTE across multiple courses including Architectural Technology BScH, BioScience BScH, Business and Management BAH, Civil Engineering BEngH, Computing BSc H, Environmental Science BScH, Forest Management BScH, Health and Social Studies BAH, |Outdoor Education and Learning BAH and Sport and Leisure BAH.

PPF Target HE FTE (Undergraduate students, including SC and EU fee statuses, excluding PGDE)	1,604
Current HE students as at 15 June 2020 - count by Module attachment.	**1,519.8**
HE students as at 17 June 2019- count by Module attachment.	*1,574.7*

Pattern of UHI HE Activity

The table below shows the recruitment of SFC funded undergraduate HE students across the partnership, update to reflect the latest report from EO on FTE (4 May 2020). It shows the FTE for 2018-19 and for 2019-20 to date. The two columns on the right show the percentage difference between this year recruitment and target, and this year's recruitment compared to last year.

Inverness College is 5% below target this year and has seen a 4% drop in recruitment compared to 2018-19, which is in line with the overall UHI position. All but the two smallest partners (in terms of HE) are below target currently, and all but two are showing negative variances from last year.

	2018-19 Total FTE	2018-19 Target FTE	2018-19 % target	Change from 2017-18	2019-20 Total FTE (04 May 2020)	2019-20 Target FTE	2019-20 % target	Change from 2018-19
Argyll	202	221	-9%	-10%	**198.1**	201	-1%	-2%
HTC	82	75	10%	14%	**72.6**	71	2%	-12%
Inverness	**1578**	**1618**	-2%	-2%	**1,519.8**	**1604**	-5%	-4%
Lews Castle	231	242	-5%	-7%	**242.2**	246	-2%	5%
Moray	937	992	-6%	1%	**856.0**	980	-13%	-9%
NAFC	32	36	-11%	0%	**26.5**	26	2%	-17%

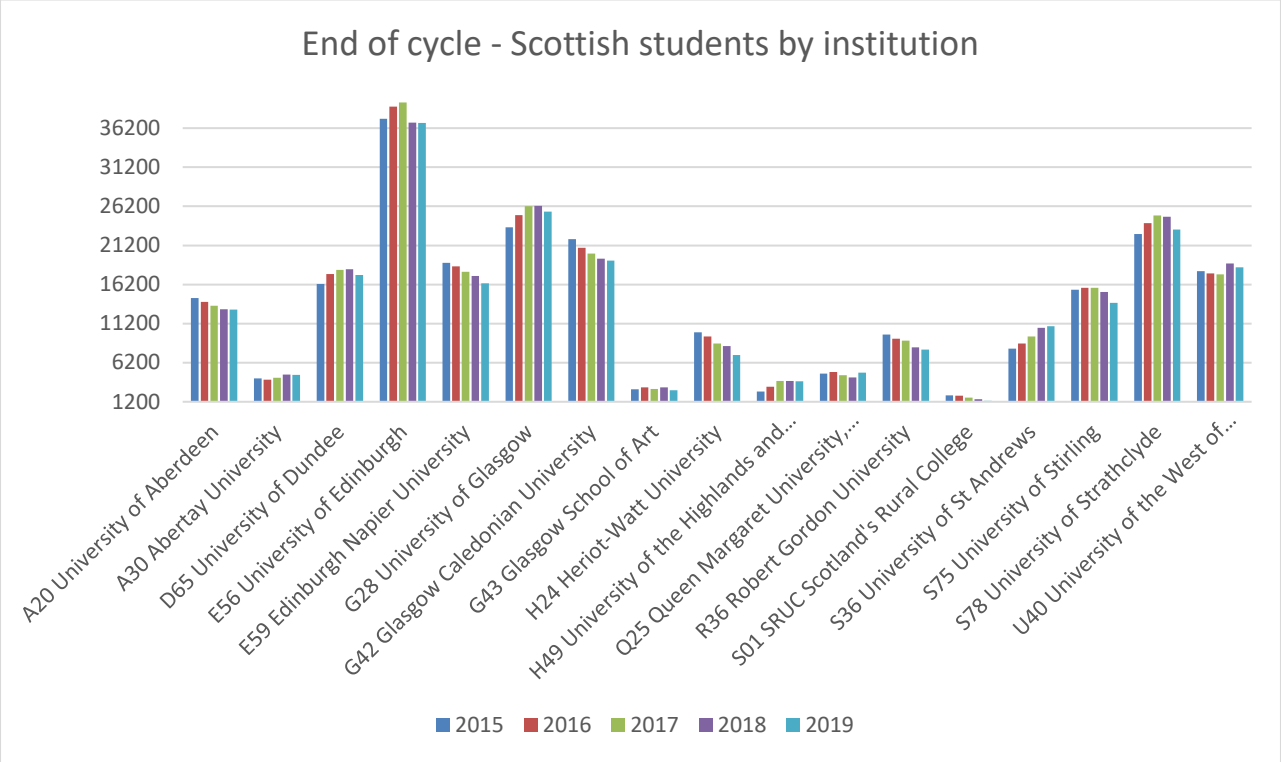
North Highland	370	440	-16%	-13%	356.9	400	-11%	-4%
Orkney	129	147	-12%	-9%	117.9	137	-14%	-9%
Perth	1963	1958	0%	-1%	1,927.7	1967	-2%	-2%
SMO	73	98	-26%	-30%	91.6	101	-9%	25%
SAMS	95	120	-21%	3%	95.5	100	-5%	1%
Shetland	111	90	23%	-10%	106.0	109	-3%	-5%
West Highland	243	272	-11%	4%	229.6	244	-6%	-6%
UHI	**6046**	**6307**	-4%	-3%	5840.4	**6186**	-6%	-3%

This pattern of decline at Inverness has been presented and discussed in detail at previous Board meetings, with a decline in first-year entrants and younger students apparent. This is mirrored across the partnership.

National End of Application Cycle Trends

The trends across the Scottish university sector as a whole show the sector and almost all institutions facing similar downward trends in applications, and many of what might be classed as our comparator institutions facing sustained downturns – see the graph below, from recent Partnership Council and PPF papers.

Several institutions that, similar to UHI, can be classed as recruiting rather than selecting institutions, are showing a five-year downward trend: Napier, Glasgow Caledonian, Heriot-Watt and RGU. Others show a similar trend to UHI, with growth up to 2017, then a decline in the last two years. St Andrew's, as a selecting university, bucks the trend, although Edinburgh does not. Notable exceptions are Abertay, Queen Margaret and West of Scotland. All of these institutions have a real focus on articulating HN students from Scottish colleges, many with advanced standing. West of Scotland does particularly well out of this approach, mainly due to its location in a densely populated area in close proximity to some of the largest colleges in Scotland.



Estimated HE FTE Against Targets and by Fee Status:

The table below shows the **estimated** HE FTE by fee category based on current and planned enrolments, and against targets set by Partnership Planning Forum (PPF) and the Teacher Education Management Group (TEMG).

Level	PPF/TEMG Target	Current estimated FTE	Variance
Undergraduate Scottish & EU	1603.9	1519.8	-84.1
Postgraduate Taught Scottish & EU	21.9	61.7	39.8
Undergraduate International & RUK	(2+19) 21	(10.6+19) 29.6	8.6
Postgraduate Taught Int & RUK	-	(0.7+10.3) 11	11.0
PGD Education (Primary & Secondary)	41	37	-4
TOTAL	**1687.8**	**1659.1**	**-28.7**

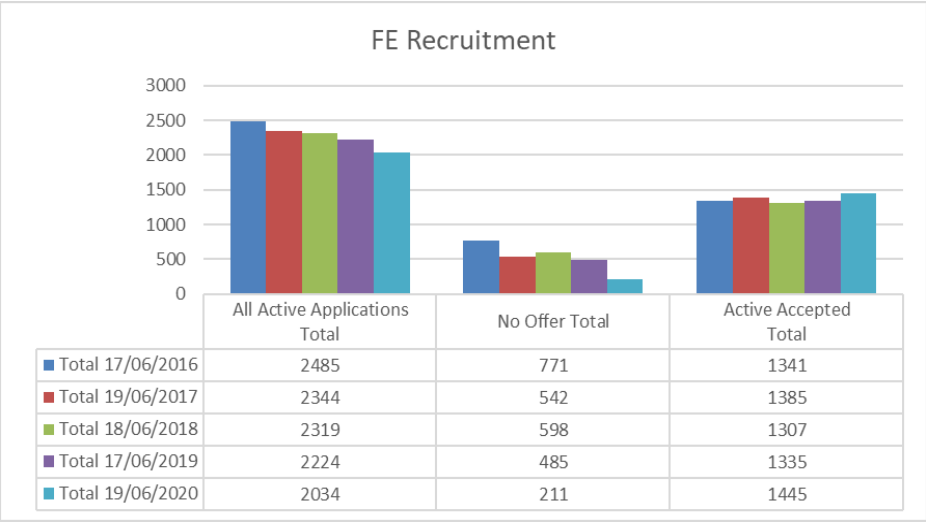
Student Recruitment 2020/21

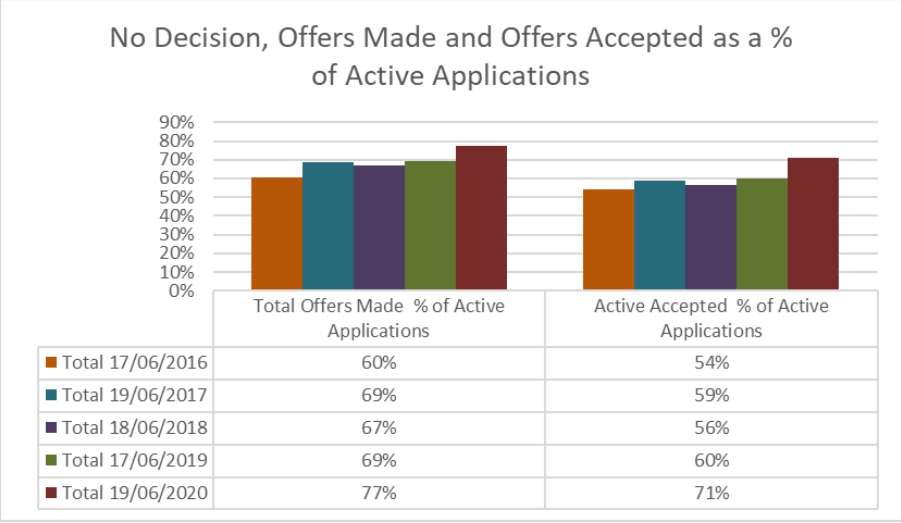
The status of applications for 2020/21 are shown in the tables below. Based on the trend in applications over the last five years and the number of current active applications, which is down on last year in both FE and HE, meeting recruitment targets is going to be challenging in 2020-21.

In terms of FE, SFC have committed to not recovering funding from colleges fall short on credit targets in 2020-21, as well is in 2019-20. The sector has also requested further relaxation of certain funding parameters in response to the additional challenges created by the Covid-19 pandemic.

FE Applications at 19/06/2020:

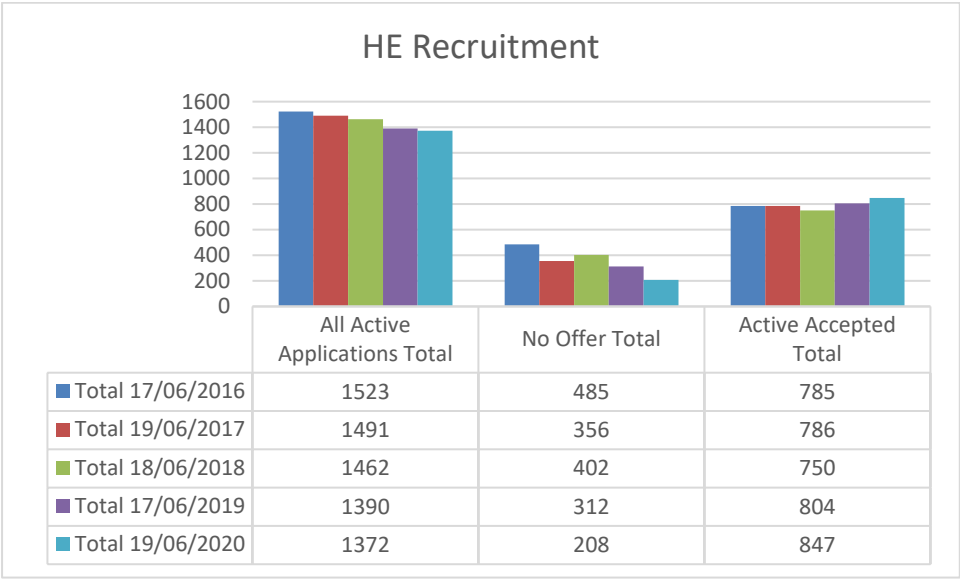
Dept	All Active Applications Total	No Offer Total	No Decision	Waiting Interview Arranged	Reserve Total	Total Offers Made	Total Offers Made % of Active Applications	Active Accepted Total	Active Accepted % of Active Applications
Business, Computing & Hospitality	132	6	6	0	1	125	95%	113	86%
Care, Health & Wellbeing	435	65	49	16	76	294	68%	261	60%
Construction & the Built Environment	88	9	8	1	48	31	35%	27	31%
Creative Arts	575	60	47	13	93	422	73%	375	65%
Education & Applied Sciences	205	45	44	1	6	154	75%	146	71%
Engineering Technology	162	22	22	0	24	116	72%	96	59%
Scottish School of Forestry	64	4	4	0	0	60	94%	54	84%
Total 19/06/2020	**2034**	**211**	**180**	**31**	**248**	**1575**	**77%**	**1445**	**71%**
Total 17/06/2019	*2224*	*485*	*248*	*237*	*201*	*1538*	*69%*	*1335*	*60%*
Total 18/06/2018	*2319*	*598*	*239*	*359*	*169*	*1552*	*67%*	*1307*	*56%*
Total 19/06/2017	*2344*	*542*	*219*	*323*	*192*	*1610*	*69%*	*1385*	*59%*
Total 17/06/2016	*2485*	*771*	*293*	*478*	*214*	*1500*	*60%*	*1341*	*54%*



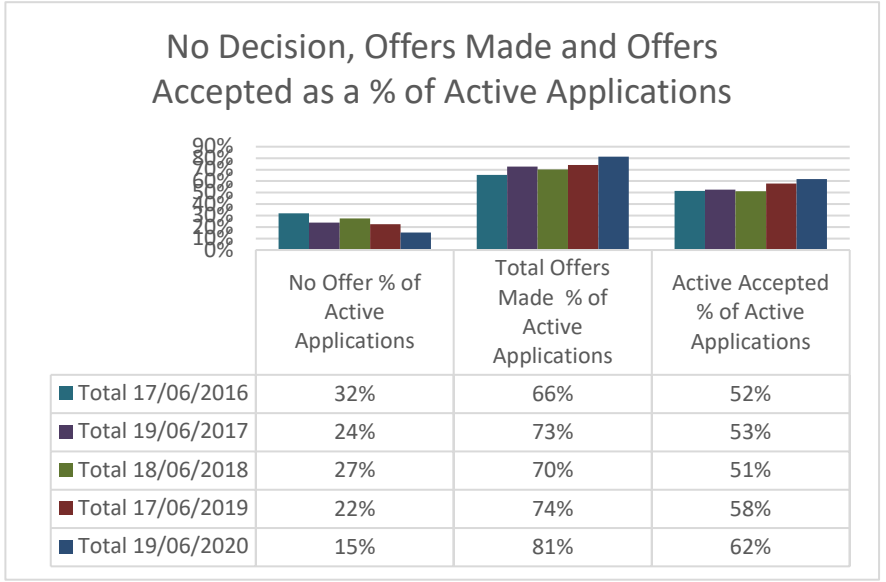


HE Applications at 19/06/2020:

Subject Network	All Active Applications Total	No Offer Total	No Decision	Waiting Interview Arranged	Reserve Total	Total Offers Made	Total Offers Made % of Active Applications	Active Accepted Total	Active Accepted % of Active Applications
Applied Life Studies	424	77	54	23	30	317	75%	255	60%
Business, Management and Leisure	334	37	35	2	8	289	87%	223	67%
Creative and Cultural Industries	86	23	9	14	0	63	73%	46	53%
Engineering and the Built Environment	121	16	16	0	0	105	87%	76	63%
Humanities Education & Gaelic	232	30	23	7	10	192	83%	127	55%
Science, Technology and the Environment	175	25	25	0	0	150	86%	120	69%
Total 19/06/2020	**1372**	**208**	**162**	**46**	**48**	**1116**	**81%**	**847**	**62%**
Total 17/06/2019	1390	312	157	155	49	1029	74%	804	58%
Total 18/06/2018	*1462*	*402*	*216*	*186*	*36*	*1024*	70%	*750*	51%
Total 19/06/2017	1491	356	187	169	51	1084	73%	786	53%
Total 17/06/2016	*1523*	*485*	*223*	*262*	*40*	*998*	66%	*785*	52%



	All Active Applications Total	No Offer Total	Active Accepted Total
Total 17/06/2016	1523	485	785
Total 19/06/2017	1491	356	786
Total 18/06/2018	1462	402	750
Total 17/06/2019	1390	312	804
Total 19/06/2020	1372	208	847



	No Offer % of Active Applications	Total Offers Made % of Active Applications	Active Accepted % of Active Applications
Total 17/06/2016	32%	66%	52%
Total 19/06/2017	24%	73%	53%
Total 18/06/2018	27%	70%	51%
Total 17/06/2019	22%	74%	58%
Total 19/06/2020	15%	81%	62%

ITEM 10

University of the Highlands and Islands Inverness College

Board of Management

Subject/Title:	Principal's Report
Author: [Name and Job title]	Prof Christopher O'Neil, Principal & Chief Executive
Meeting:	Board of Management
Meeting Date:	30th June 2020
Date Paper prepared:	24th June 2020
Brief Summary of the paper:	This report provides the Board with an overview of new and continuing activity
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	
Resource implications:	No **If yes, please specify**:
Risk implications:	No **If yes, please specify:**
Equality and Diversity implications:	No **If yes, please specify:**
Consultation: [staff, students, UHI & Partners, External] and provide detail	

Status – [Confidential/Non confidential]	Confidential		
Freedom of Information Can this paper be included in "open" business* [Yes/No]	Yes		
*If a paper should **not** be included within "open" business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		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

ITEM 12

University of the Highlands and Islands
Inverness College

Board of Management

Subject/Title:	Register Annual Review
Author: [Name and Job title]	Prof Christopher O'Neil, Principal & Chief Executive
Meeting:	Board of Management
Meeting Date:	30 June 2019
Date Paper prepared:	24 June 2019
Brief Summary of the paper:	This report provides the Board with an overview of the risk register.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with:: • compliance • partnership services • risk management • strategic plan • new opportunity/change	Risk Management
Resource implications:	No **If yes, please specify**:

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

ITEM 12

Status – [Confidential/Non confidential]	Confidential
Freedom of Information Can this paper be included in "open" business* [Yes/No]	No

*If a paper should **not** be included within "open" business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (S33)		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

Deputy First Minister and Cabinet Secretary for Education and Skills
Cabinet Secretary for the Economy, Fair Work and Culture
Cabinet Secretary for the Rural Economy and Tourism
Minister for Further Education, Higher Education and Science

T: 0300 244 4000
E: scottish.ministers@gov.scot

Scottish Government
Riaghaltas na h-Alba
gov.scot

By Email.

22 April 2020

Dear Enterprise and Skills Agency Chairs

INTERIM LETTER OF GUIDANCE TO ENTERPRISE AND SKILLS AGENCIES

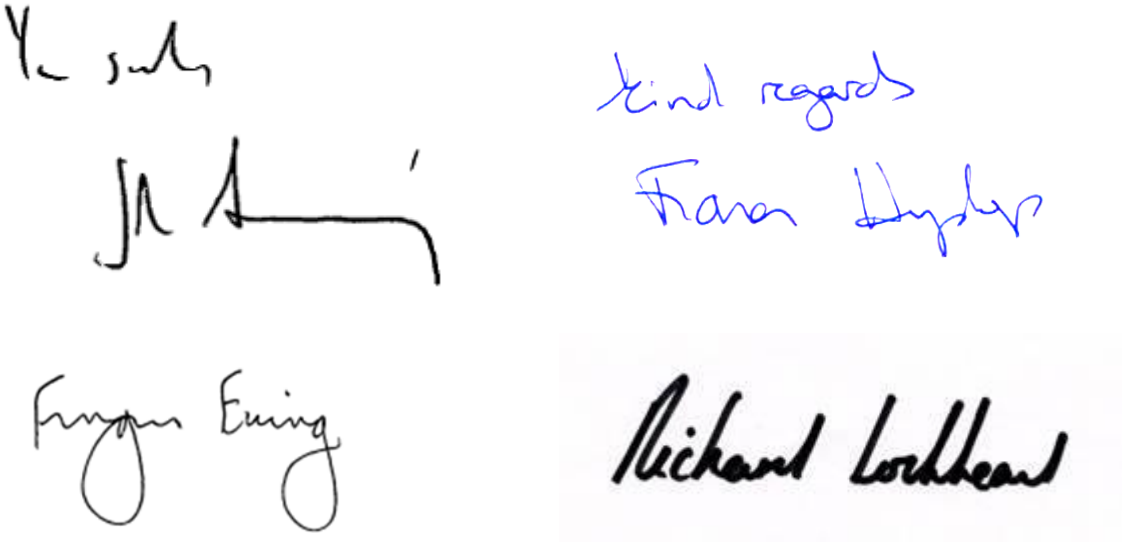
1. These are extraordinary times. Many of the challenges we faced just a few weeks ago have been overtaken by COVID-19. It is impacting on all aspects of our lives and there is disruption right across the economy. This is an unimaginably difficult time for organisations large and small, for employers and employees, for staff and students, and collectively we must do everything we can to help.

2. The importance of supporting those at risk of losing their jobs, retaining people in work, and providing the skills our businesses and economy needs, has never been greater. As one of the Enterprise and Skills agencies you are central to allowing us to help those in the country who require it most and, in time, planning for the recovery phase that will follow.

3. This means that all but the most critical 'business as usual' activity must be re-evaluated and halted, unless it is clearly making a contribution to the challenge of COVID-19. Your focus, moving forward, must move to meeting the emerging fiscal, economic and social challenge of COVID-19. We look to you to ensure that you reprioritise; continue to be flexible, to be responsive and to work collaboratively where possible. This will ensure that, whatever happens going forward, individuals and businesses are able to access the support they may need.

4. In light of this, we have decided to delay issuing the Strategic Letters of Guidance to all Enterprise and Skills agencies until later in 2020. This is in recognition that priorities will change and to allow the agencies to be able to be as responsive as possible to current events. We recognise that you will continue to deliver contracted commitments, and confirm that appropriate governance arrangements should continue to be followed at all times. You should work closely with your Sponsor Team to ensure that this is the case.

5. Finally, the partnership working across organisations has been exemplary and is allowing us all to respond in innovative ways to unprecedented challenges. We would like to take this opportunity to thank you and all your staff for the significant contribution you and your organisations have made, and continue to make, in supporting our response to the COVID-19 pandemic.



John Swinney, Deputy First Minister and Cabinet Secretary for Education and Skills
Fiona Hyslop, Cabinet Secretary for the Economy, Fair Work and Culture
Fergus Ewing, Cabinet Secretary for the Rural Economy and Tourism
Richard Lochhead, Minister for Further Education, Higher Education and Science

Item 17b

Ministear airson Foghlam Leantainneach, Foghlam Àrd-ìre agus Saidheans
Minister for Further Education, Higher Education and Science

Scottish Government
Riaghaltas na h-Alba
gov.scot

F/T: 0300 244 4000
E: scottish.ministers@gov.scot

Mike Cantlay
Chair,
Scottish Funding Council

(chair@sfc.ac.uk)

03 June 2020

Dear Mike

SFC REVIEW OF COHERENT PROVISION AND SUSTAINABILITY

As we look ahead to the recovery and renewal stages of the Covid-19 pandemic in Scotland, the Deputy First Minister and I will continue to support our colleges, universities, learners and research activity to be at the heart of our response.

The institutions and their staff and students, with your support, are showing tremendous adaptability, resilience and ingenuity in meeting the challenges of these unprecedented times. We know that the societal and economic impacts of the pandemic are far reaching.

Through our collective efforts we are establishing a good understanding of how our tertiary sector will be impacted over the short, medium and long term, and of how the sector can contribute to the regrowth and renewal of Scotland's prosperity.

Such is the scale of the external shock, it is clear to us all that existing models of funding, governance, collaboration and delivery will need to shift in order to meet new challenges and exploit new opportunities.

As recently discussed, I therefore invite the Scottish Funding Council to review how best it can fulfil its mission of securing coherent provision by post-16 education bodies, and the undertaking of research in these changing times. We expect this will cover future provision, delivery, outcomes and targets, funding models and support for research activity across the college and university sector in Scotland.

Tha Ministearan na h-Alba, an luchd-comhairleachaidh sònraichte agus an Rùnaire Maireannach fo chumhachan Achd Coiteachaidh (Alba) 2016. Faicibh www.lobbying.scot

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

INVESTORS IN PEOPLE | Accredited Until 2020
POSITIVE ABOUT DISABLED PEOPLE

Utilising the expertise you have on your Board and in the college and university sectors, and collaborating with key interests across the sectors and with Government and its agencies, we expect that the purpose of your review work would be to:

- consider how best to achieve coherence in the further and higher education sectors;
- sector should be fit for purpose to address the outcomes;
- the changes needed to existing funding, operations, and accountability frameworks in order to respond effectively to these new challenges and opportunities; and
- to provide advice, where appropriate, to Scottish Ministers on relevant changes to policy, funding and accountability frameworks for tertiary education and research in Scotland.

I would expect your review work to draw on the analysis of the fundamental strengths in, challenges for and potential of our sector as set out in your own Strategic Plan, the recent Muscatelli Report *Driving Innovation in Scotland,* the Cumberford-Little Report *One Tertiary System: agile, connected, inclusive* and other relevant reports. I know you are intent on considering perspectives from a range of stakeholders.

In particular, I want you to bear in mind the interests of the learners, potential learners and businesses who have the lived experience of the system, alongside the financial sustainability of the institutions themselves. Your consideration of Fair Work principles and what represents the most effective use of budgets to support new approaches will be very helpful in our considerations as we work together for a system that is sustainable and effective for all of Scotland.

The Deputy First Minister and I recognise that this review work may involve different phases and reporting elements, and that you will want to make a distinction between the changes required in the immediate and into the longer term. We would welcome being kept in close touch with the Council's thinking as it evolves and ask you to share early considerations in an update by the end of August. I would want my Further and Higher Education Covid-19 Ministerial Leadership Group to be consulted as your work progresses.

My officials will provide support and input to your review processes as they develop. The challenges we face are without precedent however I am confident that further and higher education and research in Scotland can emerge from this crisis even stronger.

Yours sincerely,

RICHARD LOCHHEAD

Tha Ministearan na h-Alba, an luchd-comhairleachaidh sònraichte agus an Rùnaire Maireannach fo chumhachan Achd Coiteachaidh (Alba) 2016. Faicibh www.lobbying.scot

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

Taigh Naomh Anndrais, Rathad Regent, Dùn Èideann EH1 3DG
St Andrew's House, Regent Road, Edinburgh EH1 3DG
www.gov.scot

INVESTORS IN PEOPLE | Accredited Until 2020
POSITIVE ABOUT DISABLED PEOPLE