

UHI | INVERNESS

Meeting	Finance and General Purposes Committee
Date and time	Thursday 06 March 2025 at 9.00 a.m.
Location	Virtually – via Microsoft Teams

Governance Officer

13 February 2025

AGENDA

Welcome and Apologies

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

ITEMS FOR DECISION

1. **MINUTES**
 - a. Minutes of the F&GP Meeting held on 03 February 2025
2. **OUTSTANDING ACTIONS**
3. **MID-YEAR FORECAST RETURN – to follow**
Report by Director of Finance and Estates

ITEMS FOR DISCUSSION

4. **CAPITAL & REVENUE BUDGET MONITORING**
Report by Director of Finance and Estates
5. **FE & HE FEES 2025/26**
Report by Director of Finance and Estates
6. **EXTERNAL AUDIT RECOMMENDATIONS 2023/24 (CONFIDENTIAL)**
Report by Director of Finance and Estates
7. **SUBSIDIARY COMPANY PROPOSAL (CONFIDENTIAL)**
Verbal Report by Vice Principal – Curriculum, Operations and External Relations

- 8. HEALTH AND SAFETY UPDATE (CONFIDENTIAL)**
Report by Health, Safety and Sustainability Manager
 - 9. STUDENT RECRUITMENT**
Report by Management Information Systems Manager
 - 10. OPERATIONS AND EXTERNAL RELATIONS REPORT (CONFIDENTIAL)**
Report by Vice Principal – Curriculum, Operations and External Relations
 - 11. KPI MATRIX**
Report by Operations and Commercial Manager
 - 12. CAMPUS REPORT**
Report by Estates and Campus Services Manager
 - 13. 6 MONTHLY GDPR REPORT**
Report by Information Development Manager
 - 14. FREEDOM OF INFORMATION ANNUAL REPORT**
Report by Governance Officer
 - 15. COMMITTEE EVALUATION**
Report by Governance Officer
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ITEMS FOR NOTING

- 15. AOCB**
- 16. DATE OF NEXT MEETING – 12 June 2025 at 9.00 a.m.**

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

UHI | INVERNESS

Outstanding Actions from Finance and General Purposes Committee

Item	Action	Responsibility	Timeline	Actioned
07 March 2024				
UHI Research funding	Regional funded research and its redistribution to be looked at across UHI.	Principal	May '24	ONGOING
03 February 2025				
Final Report 2023/24 Audit by Deloitte Recommendation 1	It is recommended that a fixed asset register is created and maintained going forward.	Director of Finance and Estates	June '25	ONGOING
Final Report 2023/24 Audit by Deloitte Recommendation 2	It is recommended that floor plans are maintained annually and provided to the College's external valuer ahead of each valuation per the rolling valuation cycle.	Director of Finance and Estates	June '25	ONGOING
Final Report 2023/24 Audit by Deloitte Recommendation 3	It is recommended that the College seek to source a copy of the original NPD service concession agreement and retain this going forwards.	Director of Finance and Estates	June '25	ONGOING
Final Report 2023/24 Audit by Deloitte Recommendation 4	It is recommended that the College looks to source original grant income documentation from the relevant party and moving forward, we would suggest that they retain any relevant documentation.	Director of Finance and Estates	June '25	ONGOING

Subject/Title:	Revenue Budget Monitoring to 31 January 2025
Author:	Niall McArthur, Director of Finance & Estates
Meeting:	Finance & General Purposes Committee
Meeting Date:	6 March 2025
Date Paper prepared:	27 February 2025
Brief Summary of the paper:	To present the revenue budget monitoring for the 6 months to 31 January 2025 and forecast for the year ended 31 July 2025.
Action requested: [Approval, recommendation, discussion, noting]	Discussion

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Financial Sustainability
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:

Risk implications:	Yes If yes, please specify: Financial Operational		
Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp> and
http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Recommendation

Finance & General Purposes committee members are asked to discuss the report.

Purpose of report

To provide an update on the current forecast position at January 2025, in terms of the revenue budget monitoring for the 12 months ended 31 July 2025.

Revenue Monitoring – to 31 July 2025

This report provides an update to the committee on the forecast position of the college at the 6 month stage to January 2025, for the year to 31 July 2025.

Overall, the management accounts position is currently forecasting an operational deficit of £0.967 million, compared to the original budget deficit of £0.750 million and the previous November 2024 forecast deficit of £1.132 million. The breakdown of each income and expenditure line is provided in appendix 1 of the report.

However, if the employers national insurance cost increase, which is due to be paid from April 2025 is included, the forecast deficit will increase to £1.067 million. At present, the SFC have told colleges that we should assume there will be no funding for this increase in costs, although they are in discussion with SG to attempt to secure funding for this increase.

The college is forecasting that it will exceed its FE Credit target for 2024/25, with the actual number of credits at February 2025 currently being 26,760, compared to the target of 26,442. This is expected to increase further, however any over-performance has not increased our teaching costs. In terms of the HE UGT fte number for 2024/25, the current actual at February 2025 is 1,352 fte, compared to the target of 1,319 fte. The forecast for the year is 1,354 fte, which is 35 fte above the APC target and 40 fte below the budget target of 1,394 fte.

The main issues that are affecting the financial performance for the College in 2024/25 are noted below.

Income

- **Research grant funding (Red risk)** – the research grant funding is forecast to be below target at present by approximately £282,000, although efforts are being made to close the gap in terms of the income target for the year. At present further work is being carried out on both income and expenditure forecasts to ascertain the forecast for the year.
 - Mitigating Actions: ongoing work to bring in additional grant income, including UKRI application, further KTP grants, and potential funding through the Green Freeport, as well as minimising expenditure for the rest of the academic year.
- **UHI HE grant funding (Red risk)** - the UHI HE grant is forecast to be lower than the budget of £6.324 million, although the HE fte is ahead of the APC target of 1,319, but below the budget target of 1,394 HE fte. The forecast HE grant figure is £6.199 million,

£125,000 below the budget figure. At this stage we do not have any information relating to the microram position for 2024/25.

- Mitigating Actions: to maximise the January 2025 student intake for HE students.
- **Tuition fees (Red risk)** – with the HE fte being below the budget target set for the year as noted above, there is a knock-on effect on tuition fees, which is being forecast to be below target by £83,000.
 - Mitigating Actions: to maximise the January 2025 student intake for HE students.
- **Refectory & restaurant income (Green risk)** – based on current income levels, forecast to be £59,000 above the income target of £591,000.
- **Commercial income (Amber risk)** – based on current activity levels, forecast to be the same as the income target of £147,000, although the actual figure for the 6 months to January 2025 is low.
- **Miscellaneous income (Green risk)** – based on current income levels, forecast to be £130,000 above the income target of £560,740, mainly due to additional other income not budgeted for.

Expenditure

- **Staff costs (Red risk)** - are forecast to be £70,000 under budget, with the agreed cost of living increases now been paid for both academic and professional staff for 2024/25 and the 2 previous years. It also includes additional SPPA employer costs, which increased from 23% to 26% in April 2024 and this additional income is expected to be received from SFC later this month (£220,000).

The recently announced increase in employer NIC's has not yet been included in the forecasts, with uncertainty over whether the SFC will fund these additional costs. The forecast amount for the college for April to July 2025 is £100,000.

Other staff costs and travel costs are forecast to be the same as the budget for the year to 31 July 2025.

- Mitigating Actions: to continue to review all vacancies and ascertain whether they should be replaced or not, as part of the Staff Review Panel (SRP) process. Also, continue to review any retirals and ascertain whether they should be replaced or can be replaced through further efficiency measures.
- **Premises costs (Red risk)** - are forecast to be £44,000 above the budget of £1.935million. This is mainly due to the forecast overspend in energy costs of £100,000.

- Mitigating Actions: to continue to review all lines of expenditure and for the remainder of the year, reduce expenditure if possible.
- **Other Operating costs (Green risk)** - are forecast to be £78,000 below the budget of £7.741million. This is due to the forecast underspend in a number of different areas.
 - Mitigating Actions: to continue to review all lines of expenditure and for the remainder of the year, reduce expenditure if possible. Budget holder refresher training will also be undertaken for all budget holders, with the key focuses being on budget monitoring and on procurement. The budget review exercise has also started for 2024/25, with the second round of reviews progressing through the rest of February 2025. Further reviews will take place during the rest of the year, in May 2025.

As part of the ongoing improvements to the budget setting process, budget profiling will be put in place as part of the 2025/26 budgets setting process and budget holders will be given training in how to profile their budgets for next year, to improve the budget monitoring and review process.

Student Support Funding

The Student Support funding (SSF) is forecast to be overspent in 2024/25 by approximately £50,000, compared to an underspend of £579,000 in 2023/24. This is due to a decrease in the college allocation from SFC. As part of the SFC In-Year redistribution exercise carried out in November 2024, UHI Inverness requested additional funds of £100,000 for 2024/25 and this has been approved by SFC and this will be used to fund additional learning assistants to support students. Further updates will be provided over the rest of the AY.

Liquidity

The bank balance at the end of January 2025 was £7.266 million, compared to the bank balance at July 2024 of £8.619 million. The forecast bank balance at 31 July 2025 is £4.2 million, a reduction of £4.419 million compared to the previous years balance. The reduction is due to the forecast deficit position in 2024/25, as well as the back-dated pay award for 2022/23 and 2023/24, which has now been paid to staff, ALF funding of £900,000 being held at July 2024, repayment of SSF underspend of £600,000 in March 2025 and the Longman site sale proceeds of £773,000 included in the 2024 year-end balance.

Risk Assessment

Downside Risks

- The continued unfunded cost of living increases for academic and professional staff.
- The five-year public sector finance forecast which was issued by the Scottish Government, which showed flat funding for revenue grants and reduced capital for five years.
- Although HE FTE numbers are increasing for UHI Inverness, across the UHI partnership they are still significantly below the SFC funded target, which increases the risk of further cuts to the UHI SFC funded number and potentially reduces the funded growth which is required across UHI.
- The UHI microRam continues to add uncertainty in projections at the year-end.
- Job Evaluation was due to complete by 31 March 2023. If monies from the SG are not sufficient to cover the costs, then colleges will have to fund the additional cost themselves.

Appendix 1

1. SFC FE Funding

The forecast figure is £10.145 million, which is in line with the budget figure. Current forecasts are that the college will exceed its credit target of 26,442 credits for 2024/25, with actual credits at February 2025 being 26,374 credits.

2. UHI HE Funding

The UHI HE grant is forecast to lower than the budget of £6.324 million, although the HE fte is ahead of the APC target of 1,319, but below the budget target of 1,394 HE fte. The forecast HE grant figure is £6.199 million, £125,000 below the budget figure.

3. Tuition Fees

Overall, tuition fees income is forecast to be below the budget figure of £3.040 million by £83,000, due to HE numbers being below the budget target figure for the year.

4. Other Grant Funding - Research

Forecast to be £282,000 below budgeted income, mainly due to lower-than-expected research income. To be closely monitored for the remainder of the year.

5. Refectories

The current forecast for refectory income is ahead of the budget target of £591,000 for the year by £59,000.

6. SDS

At present, the forecast for the year is the same as the original budget figure of £2.099 million, and this will be closely monitored for the remainder of the year.

7. Commercial

Short Course and commercial income for 2024/25 is forecast to be the same as the original budget of £147,000 and this will be closely monitored for the rest of the year, as the current actual figure to November 20204 is low.

8. Miscellaneous Income

The miscellaneous income is currently forecast to be above the original budget of £560,740 by £130,000. This is due to additional other income being received which was not budgeted for.

9. NPD/ Unitary Charge Income

As previously reported, this is an area the College is reviewing. However, increasingly we are looking at income reimbursement from the SFC. The SFC also has been reviewing this in terms of Scottish Government funding and support for colleges who have NPD contracts.

10. **Staff costs (Red risk)** - are forecast to be £70,000 under budget, with the agreed cost of living increases now been paid for both academic and professional staff for 2024/25 and the 2 previous years. It also includes additional SPPA employer

costs, which increased from 23% to 26% in April 2024 and this additional income is expected to be received from SFC later this month (£220,000).

The recently announced increase in employer NIC's has not yet been included in the forecasts, with uncertainty over whether the SFC will fund these additional costs. The forecast amount for the college for April to July 2025 is £100,000.

Other staff costs and travel costs are forecast to be the same as the budget for the year to 31 July 2025.

- a. Mitigating Actions: to continue to review all vacancies and ascertain whether they should be replaced or not, as part of the Staff Review Panel (SRP) process. Also, continue to review any retirements and ascertain whether they should be replaced or can be replaced through further efficiency measures.
11. **Premises costs (Red risk)** - are forecast to be £44,000 above the budget of £1.935million. This is mainly due to the forecast overspend in energy costs of £100,000.
- a. Mitigating Actions: to continue to review all lines of expenditure and for the remainder of the year, reduce expenditure if possible.

12. Other Operating Costs

- **Other Operating costs (Green risk)** - are forecast to be £78,000 below the budget of £7.741million. This is due to the forecast underspend in a number of different areas.
 - Mitigating Actions: to continue to review all lines of expenditure and for the remainder of the year, reduce expenditure if possible. Budget holder refresher training will also be undertaken for all budget holders, with the key focuses being on budget monitoring and on procurement. The budget review exercise has also started for 2024/25, with the second round of reviews progressing through the rest of February 2025. Further reviews will take place during the rest of the year, in May 2025.

INVERNESS COLLEGE

PERIOD ENDED 31-Jan-25

INCOME AND EXPENDITURE ACCOUNT

	Note	Actual 31-Jan-25 £	Budget 31-Jul-24 £	Estimated Outturn 31-Jan-25 £	Variance from Budget £	Risk
Income						
Scottish Funding Council FE Grants	1	5,474,716	10,148,000	10,145,277	(2,723)	G
UHI	2	3,207,064	6,324,280	6,199,280	(125,000)	R
Tuition Fees	3	2,802,676	3,040,440	2,957,049	(83,391)	R
Other Grants - Research	4	363,934	1,364,090	1,082,090	(282,000)	R
Refectory and Training Restaurant	5	383,800	591,000	650,000	59,000	G
SDS	6	864,114	2,099,400	2,099,400	0	A
Commercial	7	26,058	147,500	147,500	0	A
Miscellaneous	8	520,480	560,740	690,999	130,259	G
Unitary Charge	9	2,528,568	4,903,884	4,903,884	0	
		16,171,411	29,179,334	28,875,479	(303,855)	
Staff Costs						
		9,501,102	19,568,775	19,498,992	69,783	
Other Costs						
Premises	11	3,008,696	1,935,590	1,979,590	(44,000)	R
Other Costs	12	2,298,537	7,742,422	7,664,422	78,000	G
		5,307,234	9,678,012	9,644,012	34,000	
		14,808,335	29,246,787	29,143,004	103,783	
Cash Position		1,363,076	(67,453)	(267,525)	(200,072)	
NPD Capital		(473,779)	(897,592)	(897,592)	0	
Cash Position after repaying loan capital		889,297	(965,045)	(1,165,117)	(200,072)	
Non RDEL						
Deferred Grant Release		0	300,000	300,000	0	
Depreciation		0	1,000,000	1,000,000	0	
		0	(700,000)	(700,000)	0	
Operational Deficit		1,363,076	(767,453)	(967,525)	(200,072)	

INVERNESS COLLEGE

31-Jan-25

BALANCE SHEET

AS AT:	31-Jan-25	31-Jan-25 £	Final FS 31-Jul-24 £
FIXED ASSETS			
Tangible Assets		58,189,462	57,814,608
Leased Assets		54,000	54,000
		<u>58,243,462</u>	<u>57,868,608</u>
CURRENT ASSETS			
Stock		50,581	50,581
Debtors		793,158	1,199,440
Assets Held for Sale		0	0
Cash at Bank and in Hand		7,266,464	8,619,233
		<u>8,110,203</u>	<u>9,869,254</u>
CREDITORS			
Amounts falling due within One Year		(3,992,311)	(7,551,936)
NET CURRENT ASSETS		<u>4,117,893</u>	<u>2,317,318</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>62,361,354</u>	<u>60,185,926</u>
CREDITORS			
Amounts falling due after more than One Year		(39,771,440)	(39,093,480)
PROVISION FOR LIABILITIES AND CHARGES			
Defined Benefit Obligations		6,672,000	6,672,000
Enhanced Pensions		(1,679,697)	(1,750,525)
Other provisions		(2,019,652)	(2,019,652)
		<u>25,562,565</u>	<u>23,994,269</u>
NET ASSETS INCLUDING PENSION LIABILITY			
		<u>25,562,565</u>	<u>23,994,269</u>
RESERVES			
Revaluation Reserve		15,226,666	15,226,666
Income and Expenditure Account including Pension Liability		10,335,899	8,767,601
		<u>25,562,565</u>	<u>23,994,267</u>
Total Reserves			
			(2)
		0	

Finance and General Purposes Committee

Subject/Title:	FE and HE Fees 2025/26
Author:	Niall McArthur, Director of Finance & Estates
Meeting:	Finance & General Purposes Committee
Meeting Date:	6 March 2025
Date Paper prepared:	26 February 2025
Brief Summary of the paper:	To present the FE and HE fees for 2025/26 to the committee, the FE fees are for approval and the HE fees are for noting.
Action requested: [Approval, recommendation, discussion, noting]	Approval/ Noting

Link to Strategy: Please highlight how the paper links to, or assists with:: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Financial Sustainability
Resource implications:	Yes – monitoring of Financial Resources If yes, please specify:
Risk implications:	Yes If yes, please specify: Financial Operational

Equality and Diversity implications:	N/A		
Student Experience Impact:	None		
Consultation: [staff, students, UHI & Partners, External] and provide detail	None		
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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

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

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

Recommendation

That members approve the FE fees for 2025/26 and note the HE fees for 2025/26, as these are set by UHI.

Purpose of report:

To present the FE and HE fees for 2025/2026 and ask for the Finance & General Purposes Committee to approve the FE fees and to note the HE fees, which are set by UHI.

Background

Under the Financial Memorandum between UHI Inverness and UHI EO, the college must set FE tuition fees on an annual basis, with HE fees being set and approved by UHI. The FE fees have to be approved by the Finance and General Purposes Committee and the Board of Management before the beginning of the next academic year.

FE and HE Fees for 2025/26

FE Fees

Currently, each academic partner sets its own FE fees, which means that colleges within UHI currently charge different amounts for the same course. It is our aspiration to see a Single Policy Environment agreed across the UHI Partnership, to enable a single FE tuition fee to be set for each course across all UHI Academic Partners.

In terms of the proposed FE tuition fees for 2024/25, at present, the current inflation rate is 3%. Therefore, the proposal is to increase FE fees by 3% for 2025/26. When considering the FE tuition fees it's worth noting the following:

- The majority of FE students do not pay tuition fees as they meet the eligibility criteria for the Fee Waiver Policy e.g. they are full time Scottish residents or studying part time on the Senior Phase provision or in receipt of benefits.
- Modern Apprentices do not pay fees.
- Commercial fees are set based on market rates with a contribution to overhead/margin on a course by course basis with responsibility for these being delegated to the Vice Principal, Operations & External Relations.

Last year we were able to publish the fees on the UHI Inverness website under each course to make it easier for students to understand the fee liability for their course. All FE fees which are set by the college are noted in appendix 1 of the report.

HE Fees

In terms of HE tuition fees, as stated above, these are set and approved by UHI on an annual basis. However, one of the major issues regarding HE tuition fees is that HE fees for Undergraduate Degrees and HNs are set by SFC/ SG, and have not changed since 2009/10, 15 years ago. Assuming an average increase of 2% pa over the last

ITEM 05.

15 years, and the current number of HE student fte's for 2024/25, the college is losing out on almost £700,000 of tuition fee funding from SAAS/ SFC.

The HE fees which are set by UHI are noted in appendix 2 of the report.

DRAFT Tuition Fees & Charges 2025/26

Further Education		Fees for 2025/26	Fees for 2024/25	Increase in Fees from 2024/25	Comments
SVQ (Scottish Vocational Qualification) & NQ's (National Qualifications NC)					
Full-time per year - Scottish Students		£1,899	£1,844	£55	
Full-time per year RUK Students		£6,333	£6,149	£184	
Full-time per year International including EU Students		£6,333	£6,149	£184	
Part-time - per NC single credit unit - Scottish Students		£130	£126	£4	
Part-time - per NC single credit unit - RUK Students		£515	£500	£15	
Part-time - per NC single credit unit - International including EU Students		£515	£500	£15	
Part-time - per SVQ L1, 2, 3 or 4 unit (with Assessor)		£166	£161	£5	
Part-time - per SVQ L1, 2, 3 or 4 unit (with Assessor) RUK & International Students		£554	£538	£16	
Highers, National 4 & 5- Scottish Students		£382	£371	£11	
Highers - RUK & International		£1,544	£1,499	£45	
Department Specific Courses					
Energy, Technology & the Built Environment					
NC Engineering & SVQ Level 2 Performance Engineering Operations		£3,310	£3,214	£96	
SVQ Level 2 Performance Engineering Operations only		£1,899	£1,844	£55	

		Fees for 2025/26		Fees for 2024/25	Increase in Fees from 2024/25	
						Comments
Care Sections - IC - Fees are with Fiona Skinner to consult with Academic Partners						
CPD Leading & Managing Care Services		£1,095		£1,063	£32	
PDA Health & Social Care Administration of Medication		£182		£177	£5	
PDA Health & Social Care Supervision		£299		£290	£9	
PDA Internal Verification of Workplace Assessment Level 8		£584		£567	£17	
PDA Medical Administration - 8 Credits - over 2 years		£365		£354	£11	
PDA Mental Health Peer Support 2 Credits		£267		£259	£8	
PDA Promoting Excellence in Dementia Skilled Practice		£409		£397	£12	
PDA Workplace Assessment Using Direct & Indirect Methods		£584		£567	£17	
SVQ 4 Care Courses - with an Assessor - Course Fee		£2,228		£2,163	£65	
SVQ Level 2 - All Care Courses - Additional Fee if not completed within 1st Year, 3 months extra support		£222		£216	£6	
SVQ Level 2 (6 SVQ units) - All Care Courses - Course Fee - with Assessor		£993		£964	£29	
SVQ Level 3 - All Care Courses - Additional Fee if not completed within 1st Year, 3 months extra support		£222		£216	£6	
SVQ Level 3 (8 SVQ units) - All Care Courses - Course Fee - with Assessor		£1,324		£1,285	£39	
SVQ Level 4 - Health & Social Care - Additional Fee if not completed within 18 months, 3 months extra support		£222		£216	£6	
Business - IC						
PDA Book Keeping		£365		£354	£11	HE Fee set by UHI - IC do 4 credits
PDA Information Technology in Business		£274		£266	£8	HE Fee set by UHI - Only 3 credits
PDA Office Administration - 4 Credits		£365		£354	£11	
ESOL - IC						
ESOL Advanced		£842		£817	£25	
ESOL Advanced - International		£3,396		£3,297	£99	
ESOL Lower Elementary - Upper Elementary		£631		£613	£18	
ESOL Lower Elementary - Upper Elementary International		£2,534		£2,460	£74	
IELTS Exam Preparation - ESOL Students		£160		£155	£5	

		Fees for 2025/26	Fees for 2024/25	Increase in Fees from 2024/25	
					Comments
Forestry - IC					
PDA Forestry Operation - 7 Credits		£639	£620	£19	
Construction and Built Environment					
PDA Bricklaying - 8 Credits		£730	£709	£21	
PDA Carpentry & Joinery - 8 Credits		£730	£709	£21	
PDA Painting & Decorating - 7 Credits		£639	£620	£19	
Hair Department					
SVQ 2 Barbering (Evening - price over two years, charged on a yearly basis)		£1,217	£1,182	£35	
SVQ 2 Barbering (module fee) - full course 8 credits		no fee, but occasional adj needed	no fee, but occasional adj needed	£0	
Other					
ESA Education Support Assistance - 9 x NC Credits		£1,165	£1,131	£34	
CPD Counselling skills certificate (Cosca)		£456	£443	£13	

2025-26

2024-25 fees are shown in the second set of tables below.

No change from last year

TBC

UNDERGRADUATE (full-time/per year) - course webpagesidentify the correct fee allocated depending on on-campus/online options.	Scotland domiciled		EU/EEA/Swiss nationals with settled or pre-settled status in the UK		Rest of UK domicile (For on-campus degree students, 4th year free for continuous study) ³				EU without settled or pre-settled status in the UK. EEA or Swiss national without settled status or self-employed or migrant workers with pre-settled status in the UK.				International (non-EU domicile)			
Fee status	SC ^{1, 2}		SCEU		RUK		RUKO		INTEU ⁴		INTEUO		INT		INTO	
	On and off campus (with term-time address in Scotland)		On and off campus (with term-time address in Scotland)		On campus (with term-time address in Scotland)		Off campus (with no term-time address in Scotland). Includes EU nationals with settled or pre-settled status with term-time address in the rest of the UK		On-campus (term-time address in Scotland)		Off campus (with no term-time address in Scotland) Includes EU nationals who have settled or pre-settled status in the UK		On campus (with term-time address in Scotland)		Off campus (with no term-time address in Scotland) with	
	FT	Per unit			FT	Per unit	FT	Per unit	FT	Per unit	FT	Per unit	FT	Per unit	FT	Per unit
HNC/D - (15 units)	1285	86	1285	86	7440	496.00	n/a	n/a	8925	595	n/a	n/a	8925	595.00	n/a	n/a
	F/T	Per credit	F/T	Per credit	F/T	Per credit	F/T	Per credit	F/T	Per credit	F/T	Per credit	F/T	Per credit	F/T	Per credit
BA, BLitt, BA(Hons), BLitt(Hons), MA(Hons) - (120 credits)	1820	15.25	1820	15.25	9250	77.08	6420	53.50	12,870	107.25	7080	59.00	15,870	132.25	7080	59.00
South Asia scholarship applicable to above:10% discount ⁶	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1587	n/a	n/a	n/a
BSc, BEng, BSc(Hons), BEng(Hons) - (120 credits)	1820	15.25	1820	15.25	9250	77.08	6420	53.50	12,948	107.90	7800	65.00	16,950	141.25	7800	65.00
South Asia scholarship applicable to above:10% discount ⁶	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1695	n/a	n/a	n/a
CertHE and DipHE (same fee as HN for fundable Scottish & SCEU) ⁷	1285	10.75	1285	10.75	7440	62.00	6420	53.50	8,925	74.38	7080	59.00	8,925	74.38	7080	59.00
Education PGDE (Primary or Secondary) (120 credits)	1820	15.25	1820	15.25	9250	77.08	n/a	n/a	12,870	107.25	n/a	n/a	15,870	132.25	n/a	n/a
Teaching qualification FE (SCQF 9) CPD Award (60 credits) (Part-time)	1500	n/a	1500	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3540	n/a	n/a	n/a	3540	n/a
Nursing BSc ⁸	1820	n/a	1820	n/a	9250	n/a	n/a	n/a	12,950	n/a	n/a	n/a	16,950	n/a	n/a	n/a
Minor Injuries Management CPD	n/a	37.5	n/a	37.5	n/a	37.5	n/a	n/a	n/a	50.5	n/a	n/a	n/a	50.50	n/a	n/a

RUK bursaries ⁵	
income	F/T
<20.0k	1665.00
<22.5k	1110.00
<25.0k	555.00

1= Scottish government set undergraduate fees. This fee status and fee level also applies to Republic of Ireland students meeting the residency conditions of 3 years in the UK, EEA, EU or Switzerland (check fee status codes and evidence spreadsheet for more detail)

2=Note that EU nationals starting pre-2021-22 who were eligible for Scottish Government funding support (EU fee status) will retain this fee status and level (same as Scotland domiciled) for the duration of their course (for continuous study) including where they are progressing through a 'top-up' degree structure

3=Note that EU nationals studying online from home pre-21-22 (EUO fee status) will retain this fee status and fee level (same as RUKO) for the duration of their course (for continuous study) including the no fee increase guarantee.

4=Published fee is the same as international students but with a guaranteed discount for all (£3k for BA/BA (Hons) and £4k for BSc, BSc (Hons), BEng, BEng (Hons), plus on-campus degree students, 4th year free for continuous study).

5=See fee policy for application and eligibility for RUK bursary

6= Applied as a discount by HAP for applicants whose INT fee domicile is Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka (see fees policy for more detail)

7= See course webpage for the fees for the Professional Golf PGA DipHE

8= SC students eligible for NHS bursary.

Not all programmes are validated for delivery in all territories and for all modes of delivery

POSTGRADUATE (Masters = 180 credits)	Scotland domiciled		EU/EEA/Swiss nationals with settled or pre-settled status in the UK		Rest of UK domicile				EU without settled or pre-settled status in the UK. EEA or Swiss national without settled status or self-employed or migrant workers with pre-settled status in the UK.				International (non-EU domicile)			
	SC ⁹		SCEU		RUK		RUKO ¹⁰		INTEU ¹¹		INTEUO ¹²					
	On and off campus (with term-time address in Scotland)		On and off campus (with term-time address in Scotland)		On campus (with term-time address in Scotland)		Off campus (with no term-time address in Scotland)		On-campus (with term-time address in Scotland)		Off campus (with no term-time address in Scotland) Includes EU nationals who have settled or pre-settled status in the UK		On campus (with term-time address in Scotland)		Off campus (with no term-time address in Scotland)	
	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit
Advanced Nurse Practitioner/Professional Practice MSc	6750	37.50	6750	37.50	n/a	n/a	6750	37.50	n/a	n/a	9090	50.5	n/a	n/a	9090	50.5
Applied Data Analytics MSc	5490	30.50	5490	30.50	7695	42.75	7560	42.00	12150	67.50	8100	45.00	16,200	90.00	10800	60.00
Applied Social Sciences: Globalisation and Crime MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Aquaculture, Environment and Society MSc (2 years)	€ 5,000	n/a	€ 5,000	n/a	€ 5,000	n/a	n/a	n/a	€ 5,000	n/a	n/a	n/a	€ 10,000	n/a	n/a	n/a
Archaeological Practice MSc	5490	30.50	5490	30.50	7695	42.75	n/a	n/a	12150	67.50	n/a	n/a	16,200	90.00	n/a	n/a
Archaeological Studies MLitt	5490	30.50	5490	30.50	7695	42.75	7560	42.00	12150	67.50	8100	45.00	16,200	90.00	10800	60.00
Art and Social Practice MA	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Business Administration MBA (Aviation) On-campus	5490	30.50	5490	30.50	7695	42.75	n/a	n/a	12150	67.50	n/a	n/a	16,200	90.00	n/a	n/a
Business Administration MBA (Aviation) online	7,488	41.60	7,488	41.60	n/a	n/a	7488	41.60	n/a	n/a		0.00	n/a	n/a	7488	41.60
Business Administration MBA (Executive) on-campus	5490	30.50	5490	30.50	7695	42.75	n/a	n/a	12150	67.50	n/a	n/a	16,200	90.00	n/a	n/a
Business Administration MBA (Executive) online	7,488	41.60	7,488	41.60	n/a	n/a	7488	41.60	n/a	n/a		0.00	n/a	n/a	7488	41.60
Business Administration MBA (Environment) online only	n/a	38.50	n/a	38.50	n/a	n/a	n/a	38.50	n/a	n/a	n/a	38.50	n/a	n/a	n/a	38.50
Business Administration MBA (Resilience) online only	n/a	38.50	n/a	38.50	n/a	n/a	n/a	38.50	n/a	n/a	n/a	38.50	n/a	n/a	n/a	38.50
Business Administration MBA (Renewable Energy) online only	7,488	41.60	7,488	41.60	n/a	n/a	7488	41.60	n/a	n/a		0.00	n/a	n/a	7488	41.60
Children and Young People's Participation and Leadership MA	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00

Coastal and Maritime Societies and Cultures MLitt	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Contemporary Art and Archaeology MA	5490	30.50	5490	30.50	7695	42.75	7560	42.00	12150	67.50	n/a	n/a	16,200	90.00	n/a	n/a
Creative Leadership and Enterprise MA	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Cultar Dùthchasach agus Eachdraidh na Gàidhealtachd MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Digital Pedagogy MEd	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Electrical Engineering MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Engineering (General) MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Equine Leadership and Management PgCert	1830	30.50	1830	30.50	n/a	n/a	2520	42.00	n/a	n/a	2700	45.00	n/a	n/a	3600	60.00
Extreme Weather MSc.	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Gaelic Education MEd	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Health & Wellbeing MA	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Healthcare Quality Improvement PG Cert	1830	30.50	1830	30.50	n/a	n/a	2520	42.00	n/a	n/a	2700	45.00	n/a	n/a	3600	60.00
Health Leadership and Management PgCert (60 credits)	1830	30.50	1830	30.50	n/a	n/a	2520	42.00	n/a	n/a	2700	45.00	n/a	n/a	3600	60.00
Highlands & Islands Literature MLitt	5490	30.50	5490	30.50	7695	42.75	7560	42.00	12150	67.50	8100	45.00	16,200	90.00	10800	60.00
History MLitt	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
History and Archaeology of the H&I MLitt	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
History of the Highlands & Islands MLitt	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Human Resource Management MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Infection Prevention and Control MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Interpretation: Management and Practice MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Island Studies MLitt	5490	30.50	5490	30.50	7695	42.75	7560	42.00	12150	67.50	8100	45.00	16,200	90.00	10800	60.00
Leadership and Management MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Management in Golf PgCert	1830	30.50	1830	30.50	n/a	n/a	2520	42.00	n/a	n/a	2700	45.00	n/a	n/a	3600	60.00
Minor Injuries Management L11 CPD Awards	n/a	37.50	n/a	37.50	n/a	37.50	n/a	n/a	n/a	50.50	n/a	n/a	n/a	50.50	n/a	n/a
Mechanical Engineering MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Music MMus	5490	30.50	5490	30.50	7695	42.75	n/a	n/a	12150	67.50	n/a	n/a	16,200	90.00	n/a	n/a
Music and the Environment MA	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Net Zero Communities MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Outdoor and Adventure Therapeutic Practice PgCert	1830	30.50	1830	30.50	n/a	n/a	2520	42.00	n/a	n/a	2700	45.00	n/a	n/a	3600	60.00
Psychology (conversion) MSc	6500	36.11	6500	36.11	n/a	n/a	6500	36.11	n/a	n/a	n/a	n/a	n/a	n/a	10800	60.00
Research Methods PgCert (60 credits)	1830	30.50	1830	30.50	n/a	n/a	7560	126.00	n/a	n/a	2700	45.00	n/a	n/a	3600	60.00
Resilience Leadership and Management PgCert	1830	30.50	1830	30.50	n/a	n/a	2520	42.00	n/a	n/a	2700	45.00	n/a	n/a	3600	60.00
Rural Advanced Practice MSc.	4650	37.50	4650	37.50	n/a	n/a	4650	37.50	n/a	n/a	6210	50.50	n/a	n/a	6210	50.50
Scottish Heritage MLitt	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Specialist Qualification in Headship MEd	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Sustainable Energy Solutions MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Sustainable Mountain Development MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Sustainability and Rural Regeneration MSc.	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Teaching Qualification Further Education PgCert	1500	n/a	1500	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3240	n/a
Tertiary and Higher Education MEd	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Theology, Worldview and Culture MLitt	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Tourism MSc	5490	30.50	5490	30.50	n/a	n/a	7560	42.00	n/a	n/a	8100	45.00	n/a	n/a	10800	60.00
Viking Studies MLitt	5490	30.50	5490	30.50	7695	42.75	7560	42.00	12150	67.50	8100	45.00	16,200	90.00	10800	60.00

Gaelic Education MEd: note - funded by the Scottish Government therefore no tuition fees will be payable by students. Eligibility for this course is dependent on being registered with the General Teaching Council for Scotland (GTCS).

- 9=Note that EU nationals starting pre-2021-22 who were assessed as EU fee status will retain this fee status and level (same as Scotland domiciled) for the duration of their course (for continuous study).
- 10=Note that EU nationals studying online from home pre-21-22 (EUO fee status) will retain this fee status and fee level (same as RUKO) for the duration of their course (for continuous study) including the no fee increase guarantee.
- 11=INTEU published fee the same as international but with a 25% fee discount for all
- 12= INTEUO published fee the same as international but with a 25% fee discount for all

Note: For UG and PGT, the university operates a no fee increase guarantee for self-funding students.

2024-25

UNDERGRADUATE (full-time/per year) - course webpagesidentify the correct fee allocated depending on on-campus/online options.			EU/EEA/Swiss nationals with settled or pre-settled status in the UK		Rest of UK domicile (For on-campus degree students, 4th year free for continuous study) ³		EU without settled or pre-settled status in the UK. EEA or Swiss national without settled status or self-employed or migrant workers with pre-settled status in the UK.			
	Scotland domiciled								International (non-EU domicile)	
Fee status	SC ^{1, 2}		SCEU	RUK	RUKO		INTEU ⁴	INTEUO	INT	INTO

ITEM 05.b

Funded by Scottish Government

RPL of 60 credits (£150), plus 3x2

	On and off campus (with term-time address in Scotland)		On and off campus (with term-time address in Scotland)		On campus (with term- time address in Scotland)		Off campus (with no term- time address in Scotland). Includes EU nationals with settled or pre-settled status with term-time address in the rest of the UK		On-campus (term-time address in Scotland)		Off campus (with no term-time address in Scotland) Includes EU nationals who have settled or pre-settled status in the UK		On campus (with term- time address in Scotland)		Off campus (with no term- time address in Scotland) with	
	FT	Per unit			FT	Per unit	FT	Per unit	FT	Per unit	FT	Per unit	FT	Per unit	FT	Per unit
HNC/D - (15 units)	1285	86	1285	86	7110	474.00	n/a	n/a	8775	585	n/a	n/a	8775	585.00	n/a	n/a
	F/T	Per credit	F/T	er credit	F/T	Per credit	F/T	Per credit	F/T	Per credit	F/T	Per credit	F/T	Per credit	F/T	Per credit
BA, BLitt, BA(Hons), BLitt(Hons), MA(Hons) - (120 credits)	1820	15.25	1820	15.25	9250	77.10	6120	51.00	11,988	99.90	6960	58.00	14,988	124.90	6960	58.00
South Asia scholarship applicable to above:10% discount ⁶	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1498.8	n/a	n/a	n/a
BSc, BEng, BSc(Hons), BEng(Hons) - (120 credits)	1820	15.25	1820	15.25	9250	77.10	6120	51.00	11,996	99.97	7692	64.10	15,996	133.30	7692	64.10
South Asia scholarship applicable to above:10% discount ⁶	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1599.6	n/a	n/a	n/a
CertHE and DipHE (same fee as HN for fundable Scottish & SCEU) ⁷	1285	10.75	1285	10.75	7110	59.25	6120	51.00	8,775	73.13	6960	58.00	8,775	73.13	6960	58.00
Education PGDE (Primary or Secondary) (120 credits)	1820	15.25	1820	15.25	9250	77.10	n/a	n/a	11,988	99.90	n/a	n/a	14,988	124.90	n/a	n/a
Teaching qualification FE (SCQF 9) CPD Awad (60 credits) (Part-time)	1500	n/a	1500	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3480	n/a	n/a	n/a	3480	n/a
Nursing BSc ⁸	1820	n/a	1820	n/a	9250	n/a	n/a	n/a	15,996	n/a	n/a	n/a	15,996	n/a	n/a	n/a
Minor Injuries Management CPD	n/a	37.5	n/a	37.5	n/a	37.5	n/a	n/a	n/a	50.5	n/a	n/a	n/a	50.50	n/a	n/a

1= Scottish government set undergraduate fees. This fee status and fee level also applies to Republic of Ireland students meeting the residency conditions of 3 years in the UK, EEA, EU or Switzerland (check fee status codes and evidence spreadsheet for more detail)

2=Note that EU nationals starting pre-2021-22 who were eligible for Scottish Government funding support (EU fee status) will retain this fee status and level (same as Scotland domiciled) for the duration of their course (for continuous study) including where they are progressing through a 'top-up' degree structu

3=Note that EU nationals studying online from home pre-21-22 (EUO fee status) will retain this fee status and fee level (same as RUKO) for the duration of their course (for continuous study) including the no fee increase guarantee.

4=Published fee is the same as international students but with a guaranteed discount for all (£3k for BA/BA (Hons) and £4k for BSc, BSc (Hons), BEng, BEng (Hons), plus on-campus degree students, 4th year free for continuous study).

5=See fee policy for application and eligibility for RUK bursary

6= Applied as a discount by HAP for applicants whose INT fee domicile is Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka (see fees policy for more detail)

7= See course webpage for the fees for the Professional Golf PGA DipHE

8= SC students eligible for NHS bursary.

Not all programmes are validated for delivery in all territories and for all modes of delivery

	Scotland domiciled		EU/EEA/Swiss nationals with settled or pre- settled status in the UK		Rest of UK domicile				EU without settled or pre-settled status in the UK. EEA or Swiss national without settled status or self- employed or migrant workers with pre-settled status in the UK.				International (non-EU domicile)			
POSTGRADUATE (Masters = 180 credits)	SC ⁹		SCEU		RUK		RUKO ¹⁰		INTEU ¹¹		INTEUO ¹²					
	On and off campus (with term-time address in Scotland)		On and off campus (with term-time address in Scotland)		On campus (with term- time address in Scotland)		Off campus (with no term- time address in Scotland)		On-campus (with term- time address in Scotland)		Off campus (with no term-time address in Scotland) Includes EU nationals who have settled or pre-settled status in the UK		On campus (with term- time address in Scotland)		Off campus (with no term- time address in Scotland)	
	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit	FT/FTE	Per credit
Advanced Nurse Practitioner/Professional Practice MSc	6750	37.50	6750	37.50	n/a	n/a	6750	37.50	n/a	n/a	9090	50.5	n/a	n/a	9090	50.5
Algal Biotechnology and Bioeconomy MSc	9500	n/a	9500	n/a	9500	n/a	n/a	n/a	11245	n/a	n/a	n/a	14,994	n/a	n/a	n/a
Applied Data Analytics MSc	5256	29.20	5256	29.20	7128	39.60	7020	39.00	11250	62.50	7497	41.65	14,994	83.30	9990	55.50
Applied Social Sciences: Globalisation and Crime MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Aquaculture, Environment and Society MSc (2 years)	€ 5,000	n/a	€ 5,000	n/a	€ 5,000	n/a	n/a	n/a	€ 5,000	n/a	n/a	n/a	€ 10,000	n/a	n/a	n/a
Archaeological Practice MSc	5256	29.20	5256	29.20	7128	39.60	n/a	n/a	11250	62.50	n/a	n/a	14,994	83.30	n/a	n/a
Archaeological Studies MLitt	5256	29.20	5256	29.20	7128	39.60	7020	39.00	11250	62.50	7497	41.65	14,994	83.30	9990	55.50
Art and Social Practice MA	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
British Studies MLitt	5256	29.20	5256	29.20	7128	39.60	7020	39.00	11250	62.50	n/a	n/a	14,994	83.30	9990	55.50
Business Administration MBA (Aviation) On-campus	5256	29.20	5256	29.20	7128	39.60	n/a	n/a	14,994	83.30	n/a	n/a	14,994	83.30	n/a	n/a
Business Administration MBA (Aviation) online	7,488	41.60	7488	41.60	n/a	n/a	7488	41.60	n/a	n/a	7488	41.60	n/a	n/a	7488	41.60
Business Administration MBA (Executive) on-campus	5256	29.20	5256	29.20	7128	39.60	n/a	n/a	14,994	83.30	n/a	n/a	14,994	83.30	n/a	n/a
Business Administration MBA (Executive) online	7,488	41.60	7488	41.60	n/a	n/a	7488	41.60	n/a	n/a	7488	41.60	n/a	n/a	7488	41.60
Business Administration MBA (Environment) online only	n/a	38.50	n/a	38.50	n/a	n/a	n/a	38.50	n/a	n/a	n/a	38.50	n/a	n/a	n/a	38.50
Business Administration MBA (Resilience) online only	n/a	38.50	n/a	38.50	n/a	n/a	n/a	38.50	n/a	n/a	n/a	38.50	n/a	n/a	n/a	38.50
Business Administration MBA (Renewable Energy) online only	7,488	41.60	7488	41.60	n/a	n/a	7488	41.60	n/a	n/a	7488	41.60	n/a	n/a	7488	41.60
Children and Young People's Participation and Leadership MA	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Coastal and Maritime Societies and Cultures MLitt	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Contemporary Art and Archaeology MA	5256	29.20	5256	29.20	7128	39.60	7020	39.00	11250	62.50	n/a	n/a	14,994	83.30	n/a	n/a
Creative Leadership and Enterprise MA	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Critical Enquiry Med	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Cultar Dùthchasach agus Eachdraidh na Gàidhealtachd MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Digital Pedagogy MEd	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Electrical Engineering MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Engineering (General) MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50

ITEM 05.b	
RUK bursaries ⁵	
income	F/T
<20.0k	1665.00
<22.5k	1110.00
<25.0k	555.00

Equine Leadership and Management PgCert	1752	29.20	1752	29.20	n/a	n/a	2520	42.00	n/a	n/a	2499	41.65	n/a	n/a	3330	55.50
Festival and Events Management PgCert	1752	29.20	1752	29.20	n/a	n/a	2520	42.00	n/a	n/a	2499	41.65	n/a	n/a	3330	55.50
Gaaliec Education MEd	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Health & Wellbeing MA	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Healthcare Quality Improvement PG Cert	1752	29.20	1752	29.20	n/a	n/a	2520	42.00	n/a	n/a	2499	41.65	n/a	n/a	3330	55.50
Health Leadership and Management PgCert (60 credits)	1752	29.20	1752	29.20	n/a	n/a	2520	42.00	n/a	n/a	2499	41.65	n/a	n/a	3330	55.50
Highlands & Islands Literature MLitt	5256	29.20	5256	29.20	7128	39.60	7020	39.00	11250	62.50	7497	41.65	14,994	83.30	9990	55.50
History MLitt	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
History and Archaeology of the H&I MLitt	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
History of the Highlands & Islands MLitt	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Human Resource Management MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Infection Prevention and Control MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Interpretation: Management and Practice MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Island Studies MLitt	5256	29.20	5256	29.20	7128	39.60	7020	39.00	11250	62.50	7497	41.65	14,994	83.30	9990	55.50
Leadership and Management MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Management in Golf PgCert	1752	29.20	1752	29.20	n/a	n/a	2520	42.00	n/a	n/a	2499	41.65	n/a	n/a	3330	55.50
Minor Injuries Management L11 CPD Awards	n/a	37.50	n/a	37.50	n/a	37.50	n/a	n/a	n/a	50.50	n/a	n/a	n/a	50.50	n/a	n/a
Mechanical Engineering MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Music MMus	5256	29.20	5256	29.20	7128	39.60	n/a	n/a	11250	62.50	n/a	n/a	14,994	83.30	n/a	n/a
Music and the Environment MA	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Net Zero Communities MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Oral Health Science MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Orkney & Shetland Studies MLitt	5256	29.20	5256	29.20	7128	39.60	7020	39.00	11250	62.50	7497	41.65	14,994	83.30	9990	55.50
Outdoor and Adventure Therapeutic Practice PgCert	1752	29.20	1752	29.20	n/a	n/a	2520	42.00	n/a	n/a	2499	41.65	n/a	n/a	3330	55.50
Psychology (conversion) MSc	6500	36.11	6500	36.11	n/a	n/a	6500	36.11	n/a	n/a	n/a	n/a	n/a	n/a	9990	55.50
Research Methods PgCert (60 credits)	1752	29.20	1752	29.20	n/a	n/a	2520	42.00	n/a	n/a	2499	41.65	n/a	n/a	3330	55.50
Resilience Leadership and Management PgCert	1752	29.20	1752	29.20	n/a	n/a	2520	42.00	n/a	n/a	2499	41.65	n/a	n/a	3330	55.50
Rural Advanced Practice	4650	37.50	4650	37.50	n/a	n/a	4650	37.50	n/a	n/a	6210	50.50	n/a	n/a	6210	50.50
Scottish Heritage MLitt	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Specialist Qualification in Headship MEd	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Sustainable Energy Solutions MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Sustainable Mountain Development MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Sustainable Rural Development MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Teaching Qualification Further Education PgCert	1500	n/a	1500	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	3240	n/a
Tertiary and Higher Education MEd	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Theology, Worldview and Culture MLitt	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Tourism MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	7497	41.65	n/a	n/a	9990	55.50
Viking Studies MLitt	5256	29.20	5256	29.20	7128	39.60	7020	39.00	11250	62.50	7497	41.65	14,994	83.30	9990	55.50
Web Technologies MSc	5256	29.20	5256	29.20	n/a	n/a	7020	39.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Gaelic Education MEd: note - funded by the Scottish Government therefore no tuition fees will be payable by students. Eligibility for this course is dependent on being registered with the General Teaching Council for Scotland (GTCs).

9=Note that EU nationals starting pre-2021-22 who were assessed as EU fee status will retain this fee status and level (same as Scotland domiciled) for the duration of their course (for continuous study).
10=Note that EU nationals studying online from home pre-21-22 (EUO fee status) will retain this fee status and fee level (same as RUKO) for the duration of their course (for continuous study) including the no fee increase guarantee.
11=INTEU published fee the same as international but with a 25% fee discount for all
12= INTEUO published fee the same as international but with a 25% fee discount for all

Note: For UG and PGT, the university operates a no fee increase guarantee for self-funding students.

ITEM 05.b
Funded by Scottish Government

RPL of 60 credits (£150), plus 3x2

Subject/Title:	Student Activity 2024/25 and Recruitment 2025/26
Author: [Name and Job title]	Jane MacLennan, Information Systems Manager
Meeting:	Finance and General Purposes
Meeting Date:	6 th March 2025
Date Paper prepared:	26 th February 2025
Brief Summary of the paper:	To provide the committee with an update on student enrolments and withdrawals for 2024/25, and the status of current recruitment for 2025/26.
Action requested: [Approval, recommendation, discussion, noting]	Discussion
Link to Strategy: Please highlight how the paper links to, or assists with: a) compliance • partnership services • risk management • strategic plan • new opportunity/change	This paper links to the strategic plan, particularly in relation to the student experience and the curriculum.
Resource implications:	Yes
Risk implications:	Yes – quality of the student experience
Equality and Diversity implications:	Yes – equity of the student experience
Consultation: [staff, students, UHI & Partners, External] and provide detail	n/a

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

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

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

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

Student Activity 2022/23 and Recruitment 2023/24

Executive summary

The report provides an update on student enrolments and withdrawals for 2024/25, and the status of current recruitment for 2025/26. Please note the data for this report was drawn on 26th February 2025.

The 2024/25 FE Credits target for UHI Inverness is 26,442 we have exceeded our target with actual credits as at 26th February 2025 at 26,784.

The 2024/25 UHI Academic Partnership target for funded Scottish or EU HE undergraduate students is 1,319 and the budgeted target is 1,394. To date we have exceeded the APC target and have achieved 96.9% of the budgeted target.

Early withdrawals have decreased for FE and HE full time students in 2024/25, but increased for part time students. Further withdrawals are marginally higher for FE students in comparison to the same point last year.

Recruitment for 2025/26 is underway with all FE and Senior Phase applications open for application and the first UCAS Deadline for 'on-time' applications received by 29th January 2025 to receive an offer or invite to interview by 31st March 2025.

Main body of information

Student enrolments against targets 2024/25

FE

The core credit target for 2024/25 is 26,442, we have exceeded our target with actual credits as at 26th February 2025 at 26,784.

Credit Target			Actual Credits		% of Target	
	Original	Rebased			Original	Rebased
2021/22	30,677	32,009	25/02/2022	27,211	88.7%	85.0%
2022/23	29,882	29,620	24/02/2023	29,144	97.5%	98.4%
2023/24	26,657	26,442	23/02/2024	26,291	98.6%	99.4%
2024/25	26,442		26/02/2025	26,784	101.3%	

HE

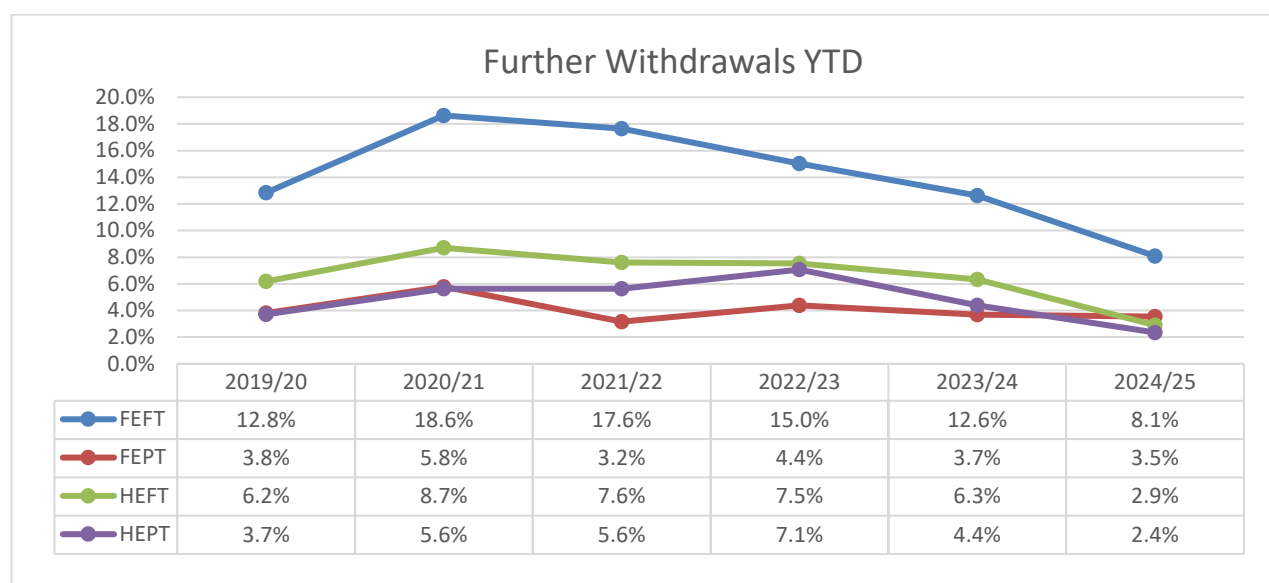
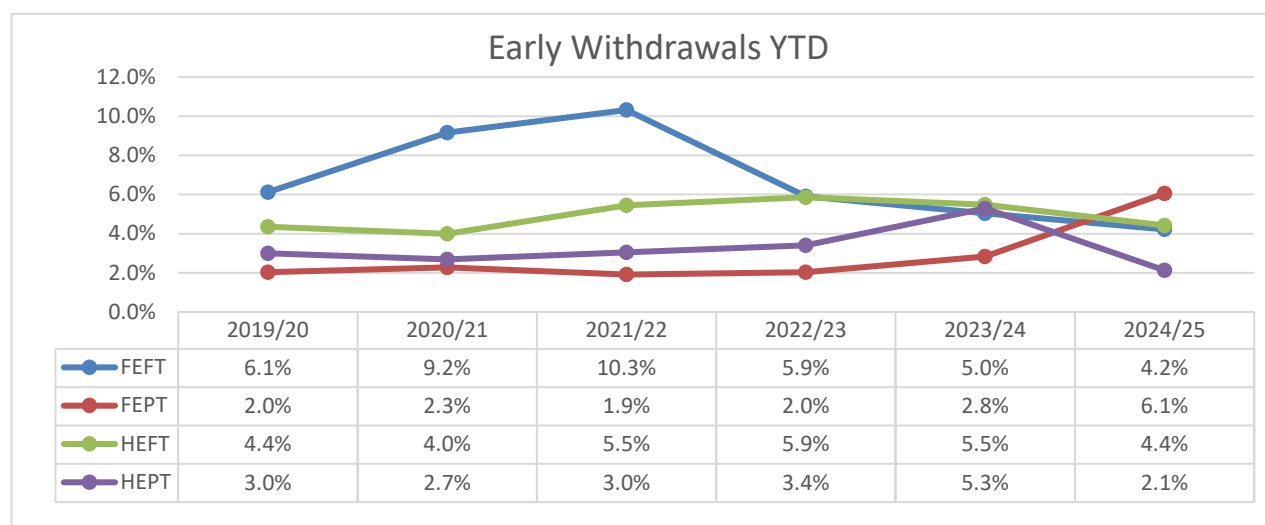
The 2024/25 APC target for Undergraduate students who are fundable is 1,319 fte, and a budgeted target of 1,394.

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

APC FTE Target Fundable Students		Estimated FTE		% of Target
2021/22	1,556	25/02/2022	1,377	88.5%
2022/23	1,441	24/02/2023	1,282	88.9%
2023/24	1,321	23/02/2024	1,242	94.0%
2023/24 revised	1,418	23/02/2024	1,242	87.5%
2024/25 APC	1,319	26/02/2025	1,351	102.4%
2024/25 Budgeted	1,394	26/02/2025	1,351	96.9%

Withdrawals

Early withdrawals decreased for FE and HE full time students, however they increased for FE part time students, the main rise has been in our Senior Phase students.

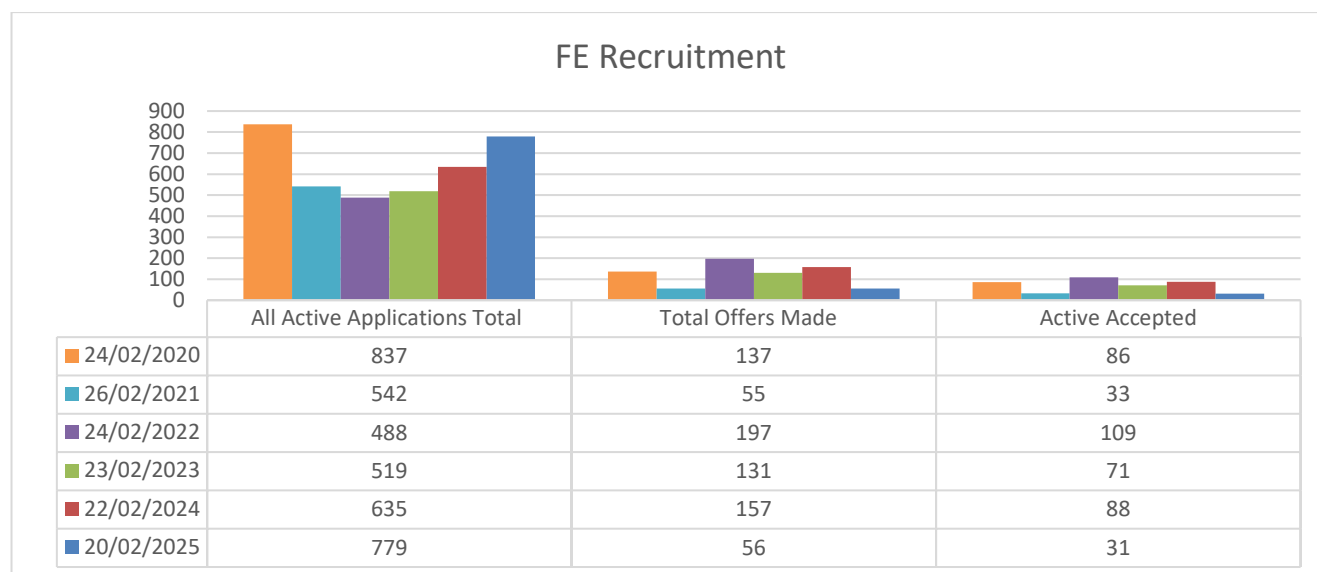


At the time of writing further withdrawals are, as expected, below year end totals. For comparison further withdrawals were lower at 7% FE full time students and 2.1% for FE part time students at 1st March 2024. HE FT withdrawals are marginally lower at this point in time compared to 3.2% at 1st March 2024.

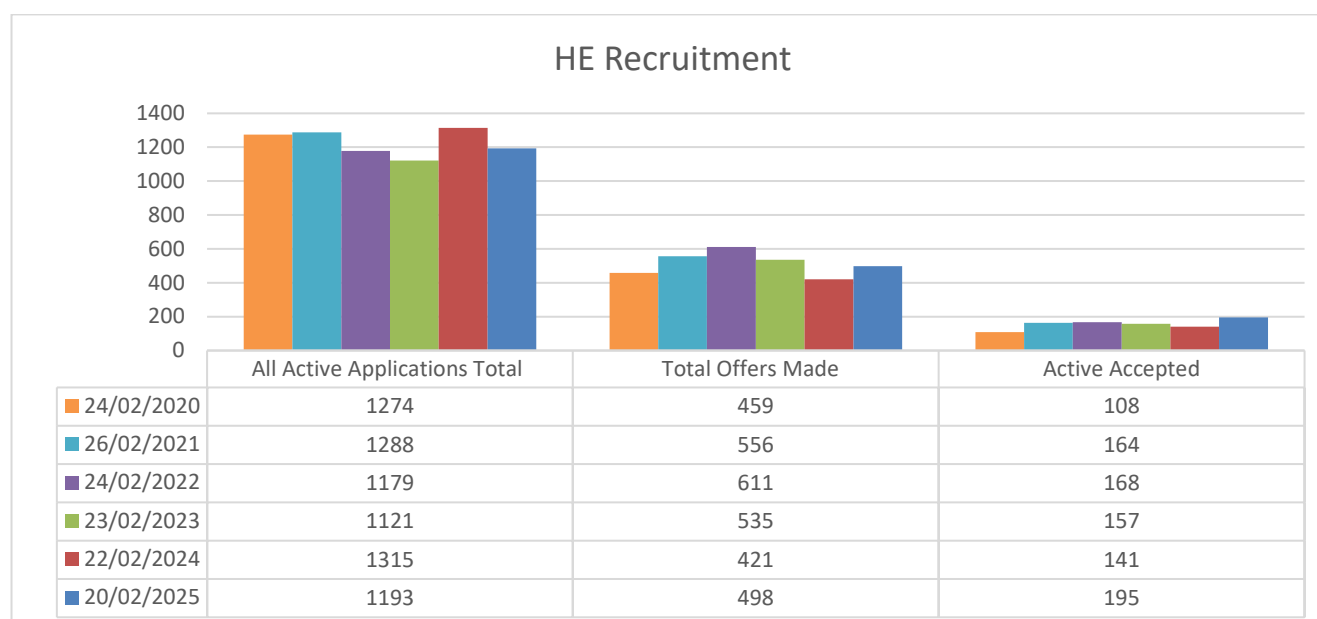
Action is being undertaken to closely monitor further withdrawals and students at risk of Partial Success at the Student Journey and Enhancement Committee and as part of the Curriculum Leads monthly data presentations. This is being supported with the introduction of Learning Assistants to support classroom management, keeping individuals on task and focused.

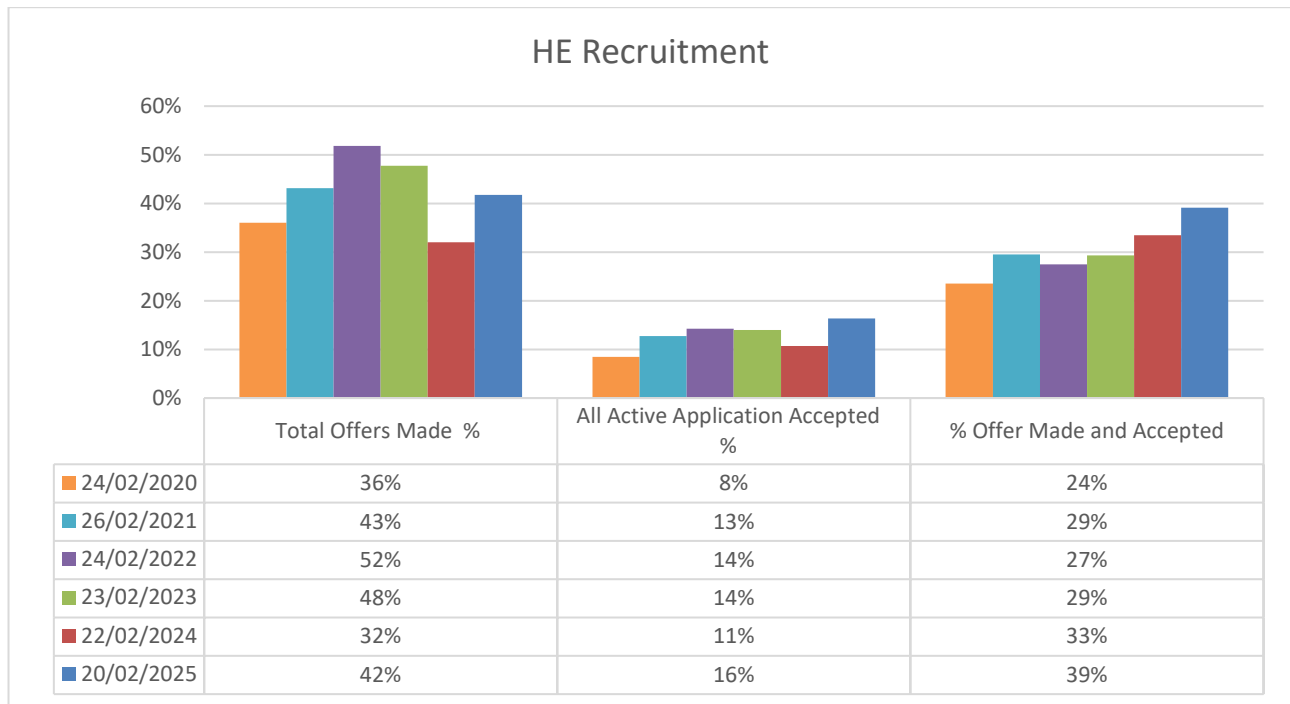
Recruitment 2025/26

Active Applications for FE courses are currently greater than the previous 4 years.



The number of HE applications received for 2025/26 is currently below 2023/24, however there has been a 10% increase in the number of offers being made and 6% more applications being accepted compared to last year.





Subject/Title:	KPI Report
Meeting and date:	FGP Committee – 6 Mar 25
Author:	Martin Whyte
Date Paper Prepared:	31 Jan 25 – updated for Audit committee 25 Feb 25
Decision, Discussion or Noting:	Noting / Discussion
Link to Strategic Plan:	Links to all strategic objectives
Cost implications:	Yes / No <i>(delete as applicable)</i> If yes, please specify:
Risk assessment:	Yes / No <i>(delete as applicable)</i> If yes, please specify: Financial: Operational: Organisational:

Recommendation(s)

Note the year-to-date performance measures as at period 6, 31st January 2025.

Main body of information

The KPI table for period 6, January 2025, accompanies the paper and presents performance for each measure against the respective targets profiled for the period.

Thirty-one measures are in scope year to date. Fifteen are satisfactory (Green), seven are unsatisfactory (Red), and six are marginal (Amber). Three HR measures are to be confirmed.

Comments on specific performance measures

HE Active Applications. Serial 1. 134.7%. Green

Very strong performance YTD. Applications are monitored from December; UCAS early application deadline has been reached, and we are ahead of expectation. Bodes well if this continues and we convert applications.

FE Active Applications. Serial 2. 217.5%. Green.

Very strong performance YTD. More than double the expectation for this stage of the year. MIS Manager report will have further details.

FE Credits. Serial 3. 109.9%. Green.

68 Credits away from achieving our SFC Credit threshold for the year. Additional credits are still to be captured from apprentice group attending first block and short-full time/short course activity.

Apprenticeship starts (contract year). Serial 4. 77.5%. Red.

231 starts against YTD objective 298. The outturn for new starts is expected to be 272 by the end of the contract period (31 March 25). Note, although new starts are expected to fall short of target, the number is consistent with the previous year (276) which will help maintain the high average apprentices in learning (see measure serial 5).

Apprenticeship Income. Serial 6. 111.9%. Green

Approximately £79,000 ahead of plan YTD. FIPS tracker indicates that funding claims are being submitted in a timely manner which reduces the risk of claims being declined and income matching the profile.

Commercial Short Course Income. Serial 8. 54.0%. Red

£26,989 against plan £49,998 YTD. Fewer courses completed than had been anticipated primarily due to staffing restrictions. In addition, UKSPF funding provides free places to clients on Heat Pump courses. This funding falls out with the 'commercial short course income' category as it appears under (Other Govt/Local Auth Grants). The activity is attributed to Business Solutions who recruit and fill places on these courses. Not all UKSPF funding features in the revenue budget as capacity to deliver was a factor. However, activity has been completed YTD and payment is awaited from the local authority. Further courses are scheduled to take place in Q1 2025.

HE FTE (APC figures). Serial 11. 100.7%. Green.

METIS data reports 1,286 FTE based on loading against target 1,319 FTE. Loading for 72 students is not yet complete; this will increase FTE. Expect to achieve APC HE FTE target.

MA Successful Outcomes (contract year). Serial 32. 85.5%. Red.

Performance as of the end of November was 65.7%, average for YTD of 64.1%, which is improving each period, but does remain below our objective of 75%. Outcome reporting is variable due to timing differences in resulting, verifying, or in some cases due to limitations imposed by SDS.

Mental Health Support appt. Serial 35. 102.5%. Green.

99% of all enquiries received an appointment within 3-10 working days in January. Objective is 95%. The counselling team continue to deliver a fantastic service to our students.

Learning Support appt offered for 6-20 working days. Serial 36. 105.3% Green.

YTD performance is 100% of ASN appointments receiving an appointment within 6-20 working days. Tremendous. Wellbeing & Learning Support Manager has highlighted that in January some students failed to confirm the meeting which may have a knock on to scheduling meetings in February.

Sickness Levels. Serial 40. 113.3% Red.

YTD profile for sickness absence is 3.0%, however the absence rate for the first half of the year is 3.4%. The split between short and long-term absence indicates that the increase relates to long term absence which, at 1.9%, is 0.43% higher than for last year. Head of HR has full details. All long-term absentees receive appropriate support by HR/line managers.

% Staff turnover. Serial 43. 105.0%. Red.

YTD staff turnover is 2.30% against YTD plan of 2.19%. This equates to a fraction of a person and is not unduly concerning.

PRD Completion – full or review. Serial 44. 23.6% Red.

YTD PRD completion stands at 6% against 25% objective for the period. The target profile for this measure is to be reviewed. It is likely that most PRD discussions take place in the first quarter of the academic year or the final quarter of the year. The target profile currently aims for 100% completion by end of Q1 each year, with 75% having been completed by the end of the previous year, the interim measures (25%/50%) do not necessarily reflect the cycle that takes place, although they do provide a level of guidance. However, for note, actual PRDs completed by the end of Q1 was 68%, lower than required. HR and EMT are aware that focus is required.

Number of workplace injuries. Serial 47. 74.7%. Green

YTD 80 reported injuries compared to expectation of 107. Pleasing to see numbers are lower than 23-24. HS&S Manager will continue to monitor and identify trends.

% of staff completed mandatory iHASCO Training. Serial 49. 98.6%. Amber.

Fractionally below objective. Focus on this remains high. Connect+/WeeConnect reminder will be helpful to prompt completion.

CO2 Emissions on Utilities (gross) tonnes. Serial 60. 84.5%. Green.

YTD 55 tonnes under expectation, 301 tonnes vs expectation of 356 tonnes as at the end of January. This is commendable performance year to date.

Estates reactive task completion rate %. Serial 62. 98.8% Amber.

94.8% YTD against plan 96%. Supervisor to monitor task completion to get over the objective.

GTfM reactive task completion rate %. Serial 63. 99.5%. Amber.

94.5% YTD completion rate against 95% objective. Estates to continue to monitor and work with GTfM to sustain or improve this measure.

The information is accessible to all department managers and board members via SharePoint at: IN Management Information > Documents > KPI Matrix

Performance Measures

AY: 2024-2025

Performance Measures- EMT & Board of Management

Measures - Linked to Profile and Actual sheets

AY Start	01 Aug 2024
Today	25 Feb 2025
Period Month	January
No.Periods YTD	6

Key:	B = Not yet in scope
	R = Not Achieved
	A = Partially Achieved
	G = Achieved

Measure		Measurement Frequency	2023/24 Actual	2024/25 Target	YTD Profile	YTD ACTUAL	YTD ACTUAL v PROFILE RAG
1	HE Active applications (next AY - Measure from Dec - Jul)	Monthly	1333	1,400.0	850	1,145	134.7%
2	FE Active applications (next AY - Measure from Dec - Jul)	Monthly	2281	2,300.0	200	435	217.5%
3	FE Credits	Monthly	26543	26,442	24,000	26,374	109.9%
4	Apprenticeship starts	Monthly	276	374	298	231	77.5%
5	Apprentices in Learning (average in year)	Monthly	664	675	675	716	106.1%
6	Apprenticeship Income (excluding T&A)	Monthly	£1,222,884	£1,259,400	£668,530	£747,891	111.9%
8	Commercial Short Course Income	Monthly	£121,486	£100,000	£49,998	£26,989	54.0%
9	HE enrolments (head count)	Monthly	1,904	1,990	1,990	2,092	105.1%
10	HE enrolments (year one starts)	Annual	697	700	700	637	91.0%
11	HE FTE (APC figures) (from Oct)	Monthly	1,259.6	1,319.0	1,319.0	1,286.0	97.5%
12	Research - Income less expenditure	Biannual	£140,043	-£150,000	-£150,000	-£299,930	-200.0%
13	GA Programmes - New Enrolments	Monthly	92	122	122	192.0	157.4%
14	Senior Phase Enrolments	Annual	667	677	677	574.0	84.8%
18	Early Satisfaction & Engagement Survey (ESES)	Annual	96.0%	96%	96.0%	95.7%	99.7%
23	ESES % Response Rate	Annual	63.3%	60%	60.0%	61.0%	101.7%
32	Modern Apprenticeship successful outcomes (contract year)	Monthly	63.0%	75%	75.0%	64.1%	85.5%
33	FE progression to further FE study	Annual	37.0%	40%	40.0%	39.6%	99.0%
34	FE progression to HE - actual	Annual	30.0%	35%	35.0%	29.7%	84.9%
35	Mental Health Support appt (non-emergency) offered for within 3 - 10 working days	Monthly	99.0%	95.0%	95.0%	97%	102.5%
36	Learning Support appt offered for within 6 - 20 working days	Monthly	96.0%	95.0%	95.0%	100%	105.3%
40	Sickness levels	Quarterly	2.98%	2.58%	3.00%	3.40%	113.3%
41	- Short Term	Quarterly	1.51%			1.50%	
42	- Long Term	Quarterly	1.47%			1.90%	
43	% Staff turnover	Quarterly	2.38%	3.01%	2.19%	2.30%	105.0%
44	PRD completion - full or review	Quarterly	57%	75%	25%	6%	23.6%
47	Number of workplace injuries	Monthly	138	138	107	80	74.77%
48	Number of RIDDOR reportable accidents and illness	Monthly	3			4	
49	% of staff completed mandatory IHASCO (H&S) Trg	Quarterly	79%	80%	80.0%	78.9%	98.6%
53	Forecast Outturn Operational Surplus/(Deficit)	Quarterly	-£309,938	-£750,000	-£750,000	-£1,188,000	158.4%
59	Room Occupancy - Frequency %	Monthly	36.0%	36.0%	34.8%	39.5%	113.4%
60	CO2 Emissions on Utilities (gross) Tonnes	Monthly	638	667	356	301	84.5%
61	CO2 Emissions on Waste - Tonnes	Quarterly	11.0%	0.930	0.302	0.200	66.4%
62	Estates reactive task completion rate %	Monthly	95%	96%	96%	94.8%	98.8%
63	GTfM % reactive task completion rate	Monthly	95%	95%	95%	94.5%	99.5%
64	Total % of Capital expenditure budget committed (Aug - March)	2 monthly	100%	100%	75%	100.0%	133.3%

Finance & General Purposes

Subject/Title:	Estates and Campus Services Report
Author: [Name and Job title]	Martin Kerr, Estates & Campus Manager
Meeting:	Finance and General Purposes Committee
Meeting Date:	06/03/2025
Date Paper prepared:	18/02/ 2025
Brief Summary of the paper:	This paper provides updates on our carbon management plan, waste management and capital projects, together with reporting on aspects of soft FM and hard FM performance
Action requested: [Approval, recommendation, discussion, noting]	Noting
Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> • compliance • partnership services • risk management • strategic plan • new opportunity/change 	
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:
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

Campus Services Report

Soft FM and Contracts

Pristine settling into new contract with a number of clarifications addressed. Audit scores have been in mid-90%. Weekly planning meeting has been addressing issues as presented.

Pool vehicle

Department of Transport Permit 19. Permit now secured and MPV's returned. Car booking system back online. Unfortunately, one of the Minibuses has developed a repeat gearbox issue. We are seeking compensation from Wessex Fleet.

College vehicle pool being reviewed to determine if savings can be made.

Leasing Agreements

WASPS Lease to remain on a month-to-month bases until 201 is complete. Lease will be completed on confirmation from curriculum.

An-lochan lease agreement being reviewed due to substantial cost increase. Other locations to be reviewed as a cost avoidance.

Burnett road lease is secured until May 2026. Looking at alternative usage and potential early exit.

New Harbour Road lease secured for Sustainable construction Centre. Project team working on development options.

Water Risk Assessment

Guidance document presented to H&SC. Discussions on going with GTFM. L8 training being scheduled for 5th March.

In term tap flushing being reviewed. Trailing with Science first step.

Hard FM, GTFM

The working relationship between GTFM and the college team has been under strain due to a number of long-term issues. These issues have been raised to the GTFM board on 24th Oct 2024, this has been escalated with a formal letter issued to GTFM on a number of areas looking for an improvement plan. GTFM have issued a replay, being reviewed by EMT.

Key Areas

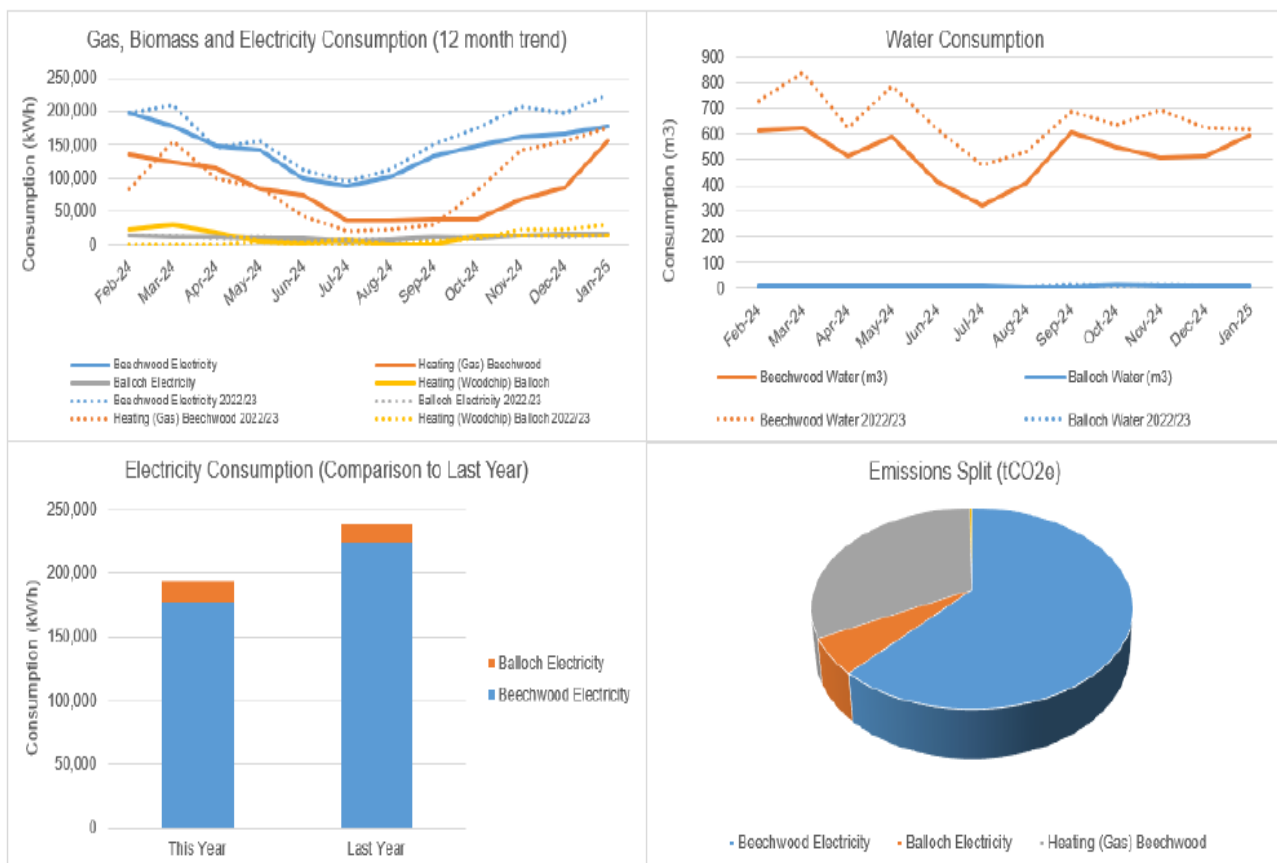
1. Speed of response. etc fire management system enquires.
2. Handover procedures relating to life cycle activities. No clear handover and quality review.
3. Project management.
4. Contract management.

Carbon Management Plan

The Inverness College Carbon Management plan has been developed by the Estates team and GTFM our FM contractor.

Good progress has been made on low-cost adjustment to operating systems. We are still awaiting action plan from GTFM energy project team on improved monitoring tools. To allow us to undertake analysis of our facilities.

GTFM produces a monthly utility report for scrutiny at the IC GTFM Monthly Operations Meeting chaired by the Estates Manager.



Energy consumptions are reducing due to time of year and adjustments made to BMS schedules and LED install. However electrical costs are above expected budget. Heating energy balance under review.

Waste Management

Northern recycling performing well. With 80% of our waste being recycled. The other 20% of general waste is sent for Waste to energy. Therefore, zero waste to land fill. New project team has been set up to look at waste from hospitality to see if further waste streams can be improved to reduce general waste volume.

Capital Project and Campus Management Capital Projects Update

ABC Garden/ Healthy Campus

Working group has been put on hold. Funds reallocation being reviewed for new LRC social area.

Sector Development Plan Room change project update

G1 being developed into new Engineering Technology Centre. – to be complete by 28th Feb 2025.

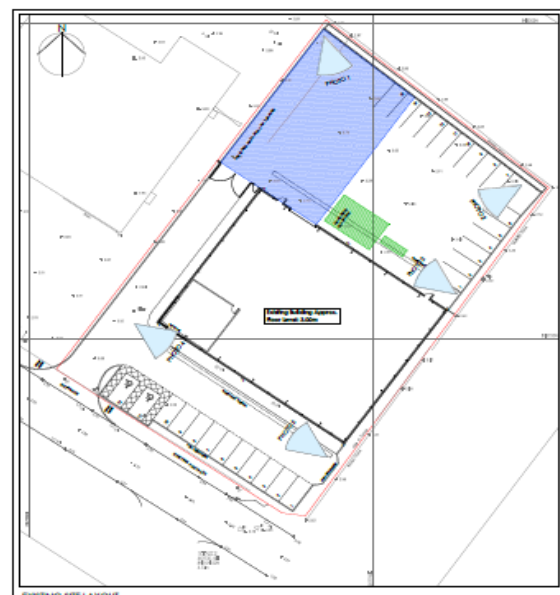
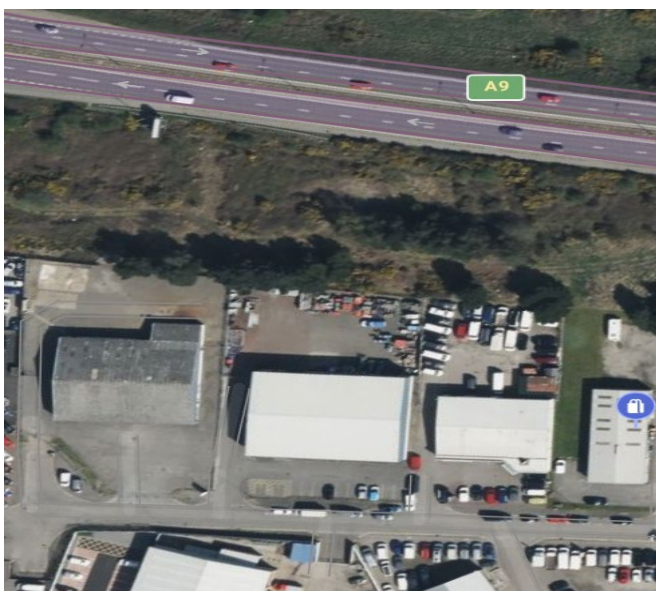
201 being developed into new Creative Centre – Reflooring of room, new room dividing wall and sink area. To be completed by Easter. Issues have been raised with flooring quality.

G38/ 39 are being converted to dirty workshops. Complete. Some snagging issues still to be resolved.

HISA have moved up to 214 per summer. New window being installed Easter 2025.

There has been a number of challenges with this project. A lessons learned exercise was undertaken and a new project management approach has been implemented for the SCC work, taking into account that learning.

Harbour Rd Sustainable Construction Centre Lease.





New project team has been established to deliver this option.

Finance & General Purposes Committee

Subject/Title:	Data Protection Report
Author: [Name and Job title]	Suzanne Stewart, Data Controller
Meeting:	Finance & General Purposes Committee
Meeting Date:	6 th March 2025
Date Paper prepared:	26 th February 2025
Brief Summary of the paper:	Report provides a general update on operational activity in relation to the UK GDPR.
Action requested: [Approval, recommendation, discussion, noting]	For noting

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	The content of this paper links to general risk management.
Resource implications:	Yes / No If yes, please specify:
Risk implications:	Yes / No If yes, please specify: Operational: Causes of data breaches Organisational: As above
Equality and Diversity implications:	Yes/No If yes, please specify:
Student Experience Impact:	Yes/No If yes, please specify: Data breaches often impact on students if their data has been shared inappropriately.
Consultation: [staff, students, UHI & Partners, External] and provide detail	
Status – [Confidential/Non confidential]	

Freedom of Information 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)	
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and

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

Purpose of report

To raise awareness of current activities that have legal implications under data protection law and/or or carry a potential risk (data security, information risk, financial or reputational risk). Also, to demonstrate the breadth of impact of data protection legislation across the organisation.

Procurement Activity

HR (Cipher) & Payroll System (Cintra)

Both Cipher (HR system) and Cintra (payroll system) were procured many years ago. Neither system was subjected to current procurement rules/regulations or a GDPR compliance appraisal. Over the last few years, there have been 3 attempts to procure a combined HR/Payroll system ,as part of a multi-partner exercise, within the UHI partnership.

The last exercise was pulled by the UHI 2024 group, and we were formally advised in October 2024. The current contract with Cipher is due to expire on 31st May 2025. The contract has been extended on an annual basis (for the above reasons) but this is not cost effective (and it remains on the register as a non-compliant procurement).

The HR team have been working with Procurement colleagues and are currently going through a system optimisation checking process, to ensure the current team understand the functionality available within the system. It is hoped we will move towards securing a 3yr contract which will include a full GDPR compliance assessment as part of the procurement process. The GDPR questions have been issued and a response is due within the next 2 weeks.

Cintra

It is a similar situation with the payroll system. The current contract is due to expire on 31st July 2025. The GDPR questions have been issued and a response is awaited. It is anticipated we will be looking to secure a 3yr contract to tide us over if everything checks out as it should.

KICK ICT – Finance System

The finance system is also on the procurement list for non-compliant tendering (spend is above the £50k over 4yr threshold). Spend over a 4yr period is believed to be in the region of £140K.

The current contract is due to expire in June 2025.

There has been no GDPR compliance assessment of this system. It was procured during the period of development of a shared finance service with North Highland College (as was) around the period when UHI experienced the cyber incident.

Although advice was provided at the time by both the UHI Inverness Data Controller and the UHI Data Protection Officer, it was largely ignored in the haste to get something in place and operational.

Action is required to ensure a future extension to this contract is both compliant from a GDPR and procurement perspective. This would also ensure a longer term contract could be procured providing better value for money.

Summary of Risk(s)

GDPR compliance assesses the technical and organisational arrangements in place to ensure the security of the personal data processed. It also covers the security arrangements to the IT system and the safeguards that are in place to mitigate risk.

An IT system that is non-compliant with the GDPR puts our data at risk of breach and the risk/impact of harm to the data subjects concerned. Any such breach would obviously carry the additional risk of monetary penalty from the ICO (Information Commissioner's Office – up to £17.5M or 4% of annual turnover, whichever is the greater) and the associated risk of reputational damage.

UHI Transformation Project Work

Project work and consultation is progressing with the UHI Transformation. A request to share HR data was received just prior to the Christmas closure.

We held off sharing the data until the University could clarify the purpose of the data sharing and the intended associated processing activities. It was requested this be outlined in a Joint Controller agreement.

There appears to be some reluctance (centrally) to take on board feedback and/or respond to legitimate questions and/or concerns that have been raised. Whilst there was reflection from colleagues whose response was to agree to make changes to the agreement (and associated Privacy Notice for staff). However, the reality is the agreement was not amended to address the concern related to the different personal data processing purposes being linked together (as opposed to stand alone work packages) and the Privacy Notice was not clarified to this effect.

It means the first data principle of personal data processing being “lawful, fair and transparent” hasn't been followed, in the spirit of what is meant under data protection law.

It feels as if lip service is being paid to consultation (regarding agreed documentation).

An extract from the University Privacy Notice has been attached as Appendix 1, for information.

Purpose 8 – it would make sense for the first workstream to be this one. If the pensions liability cannot be resolved, there is no point in pursuing the other work packages. Further staff time and public money may be wasted, at a time when funding is extremely tight for all institutions.

CCTV Activity

GTFM have recently appointed a new contractor for planned and preventative maintenance on the CCTV system. The situation is complex in that GTFM own the equipment and the college owns the recorded data.

A 3 way agreement is required between the college (as Data Controller), GTFM and the contractor (Data Processors) to govern access to the system for maintenance purposes. The risks that need to be mitigated relate to:

- privacy invasion (potential to people watch on live stream)
- Data Security (security of recorded footage)
- Building security (access to camera locations, cameras view/positioning)

Action is underway to take this forward as both GTFM and the contractor are keen for work to be undertaken remotely (where possible) as this is more cost and time efficient.

Extract from Privacy Notice issued to staff by the University:

Broad purpose	<p>The broad purpose of the processing of personal data is to conduct the work for the preparation of the UHI Transformation / Operating Model Full Business Case and consultation – as explained in the previous section.</p> <p>This processing will include, at least: conducting analyses, options development and appraisal, and modelling, and/or consultation in at least, the areas listed in purposes 1-8 below.</p>
Purpose 1: Governance analysis and options appraisal	<p>This purpose is concerned with the current governance arrangements in the institutions and considers what governance options are available for the future operating model. This will form part of the business case.</p>
Purpose 2: Curriculum review	<p>This purpose is concerned with current curriculum provision in the institutions and considers what curriculum options are available for the future operating model, with a view to setting out options and making recommendations in the final business case.</p>
Purpose 3: Estates review	<p>This purpose is concerned with the institutions' estates and considering what the estate options available for the future operating model, with a view to setting out options and making recommendations in the final business case.</p>
Purpose 4: Workforce review and resilience	<p>This purpose is concerned with staffing across the institutions and considering what the staffing options and arrangements available for the proposed future operating model options, with a view to setting out options and making recommendations in the final business case.</p>
Purpose 5: Financial modelling	<p>This purpose considers the current financial positions and plans of the institutions. Considering the financial models and arrangements available for the future operating model, with a view to setting out options and making recommendations in the final business case.</p>
Purpose 6: Due diligence (financial and legal)	<p>This purpose is concerned with the due diligence work that the institutions and, to the extent relevant, the two boards and the Transformation Team need to undertake to ensure any risks relating to the final business case development or delivery are recorded and analysed (and, where necessary, accounted for and mitigated). The purpose also extends to ensuring analyses are carried out in keeping with legal and regulatory standards.</p> <p>This may include consulting (and where necessary data sharing) with important stakeholders – for example the academic partner Principals and the Scottish Funding Council.</p>
Purpose 7: Consultation	<p>This purpose is concerned with the internal and external consultation processes the institutions (alone or jointly) will undertake to ensure the views of our stakeholders are considered in the development of the operating model and business case.</p>
Purpose 8: Pensions	<p>This purpose is concerned with the due diligence work that the institutions must undertake to ensure any risks arising from the proposed operating model project related to pension liabilities are recorded and analysed (and, where necessary, accounted for and mitigated).</p>

Subject/Title:	Freedom of Information Annual Report 2024
Author: [Name and Job title]	Ludka Orłowska-Kowal Governance Officer
Meeting:	F&GP Committee
Meeting Date:	06 March 2025
Date Paper prepared:	27 February 2025
Brief Summary of the paper:	Annual reporting on FOI for the year 2024.
Action requested: [Approval, recommendation, discussion, noting]	For Discussion

ITEM14.

Link to Strategy: Please highlight how the paper links to, or assists with: <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change	Compliance – FOI and legislation		
Resource implications:	Yes / No If yes, please specify: Organisations can be fined if response times are not adhered to.		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational: Organisations can be fined if response times are not adhered to – reputational damage.		
Equality and Diversity implications:	Yes/No If yes, please specify:		
Student Experience Impact:	Yes/No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail	N/A		
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
Its disclosure would substantially prejudice the commercial interests of any person or organisation (s33)		Its disclosure would constitute a breach of confident actionable in court (s36)	
Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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

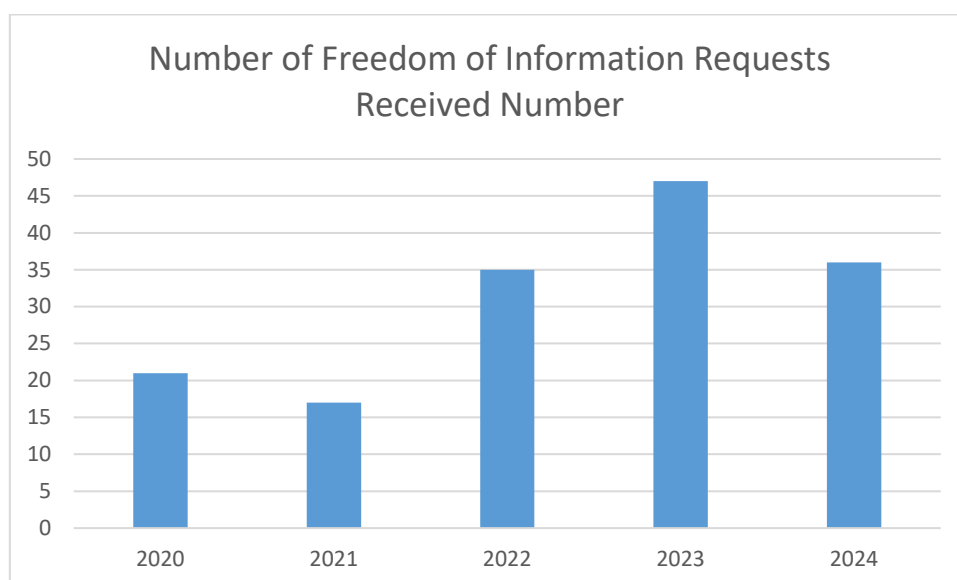
http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

FREEDOM OF INFORMATION

As a public authority, UHI Inverness is required to comply with the Freedom of Information (Scotland) Act 2002 which gives everyone the right to ask for any information which we hold.

Information Requests

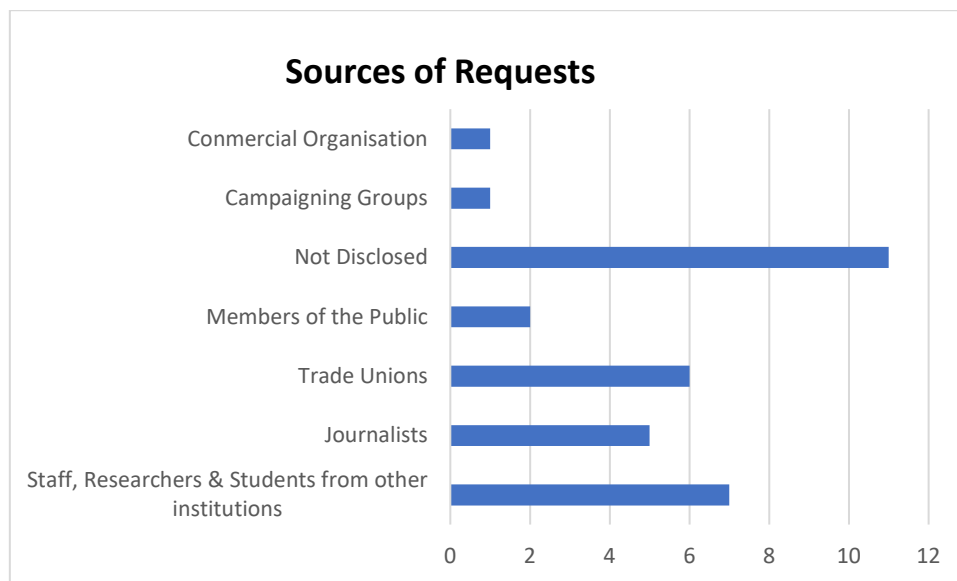
In 2024, the number of Freedom of Information Requests, 36 received, has dropped on the previous year 2023 when 47 requests had been received. All requests had been completed.



Format of Requests

Since 2017, all requests are being made via email with most being sent directly to the Freedom of Information Email address. Where requests are made to others within the organisation, there is knowledge of the policy and requests are forwarded to the Freedom of Information Officer.

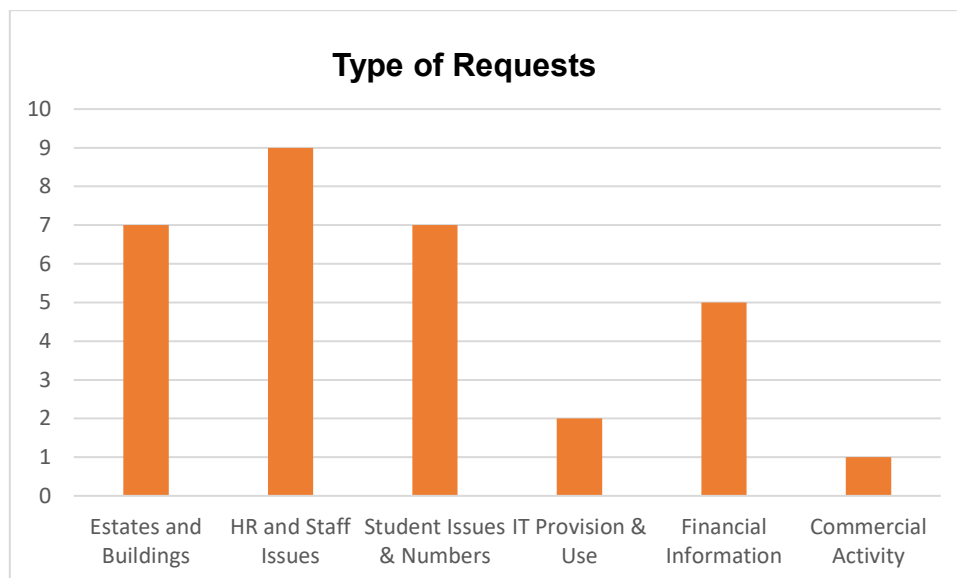
Source of Requests



Most of the requests in 2024 were received from sources Not Disclosed, Staff, Researchers & Students from other Institutions and Trade Unions.

Type of Requests

The type of requests received within 2024 can be identified within the following areas:

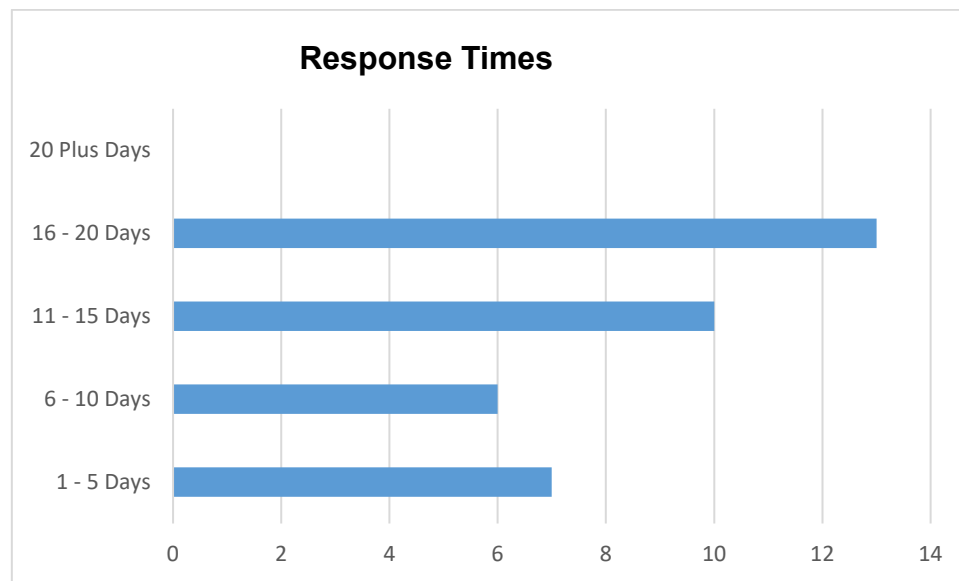


These requests can be further defined as requests for information pertaining to:

- Estates and Buildings relating to:
 - Litter Management
 - Facilities Management
 - Computer Aided Facilities & Integrated Workplace Management System
 - Confidential Waste Management

- HR and Staff Issues relating to:
 - Support Staff Pay Award
 - Student complaints of staff sexual misconduct
 - Voluntary Severance
 - Job Evaluation
 - Holocaust Remembrance
 - Violence at Work
 - Organisation structure
 - BAME & Employees
 - Sexual Assault Allegations
- Student Issues and Numbers relating to:
 - Modern Foreign Language A-Levels
 - Consent Course
 - Food Pantry/ 'The Larder'
 - AI & Penalties
 - Neurodiversity
 - Business Competition
 - Industrial action impact on students and lost teaching hours
 - ASN courses
- IT Provision and Use relating to:
 - ICT Provision
 - LAN/ Network/ WIFI
- Financial Information relating to:
 - Salary Rewards & Pay Package
 - Management Expenses
 - Agency Usage/Spend
 - Principal's salary
- Commercial Activity
 - Teaching/Learning disability pre-registration course

Response Times



We are required to respond to all requests for information within 20 working days and we strive to ensure that all requests are responded to as promptly as possible: with the average response time for 2024 being 9 days, which is an improvement on 2023 when the average time was 12 days. In 2024 all responses were provided within the statutory time.

Fees

There were no fees charged by us for any FOI request within the year 2024.

Responses

In 2024 there were 21 instances where we were able to disclose in full the information which was being requested. There were 8 instances where we had to fully withhold the information based on exemptions applied and there were 7 instances where we were able to provide partial information to the requester with exemptions being applied to some of the information being sought.

Exemptions Applied

Within 2024 the following exemptions were applied to requests:

- S17. Information Not Held (applied 9 times)
- S38(1)b Personal Information – 3rd Party (applied 5 times)
- S33(1)(b). Commercial interests (substantial prejudice) (applied 1 time)

Reviews

Where a requester is not satisfied with our response, they are able to request a review of our decision. During 2024 no reviews of any decisions were requested.

ENVIRONMENTAL REQUESTS

The Freedom of Information Act (Scotland) 2002 does not apply to environmental information. However, the Environmental (Scotland) Regulations provides similar rights to request information that may affect the environment.

We have had 2 requests under the Environmental (Scotland) Regulations within 2024; both relating to Litter Management.

Subject/Title:	Chair and Committee Evaluation Feedback 2023/24
Author: [Name and Job title]	Ludka Orłowska-Kowal Governance Officer
Meeting:	Finance and General Purposes Committee
Meeting Date:	06 March 2025
Date Paper prepared:	27 February 2025
Brief Summary of the paper:	Feedback on the FGP Chair and Committee Evaluation
Action requested: [Approval, recommendation, discussion, noting]	Discussion and Noting

Link to Strategy: Please highlight how the paper links to, or assists with:: <ul style="list-style-type: none"> <input type="checkbox"/> compliance <input type="checkbox"/> partnership services <input type="checkbox"/> risk management <input type="checkbox"/> strategic plan <input type="checkbox"/> new opportunity/change 	Governance Compliance
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Item 15.

Resource implications:	Yes / No If yes, please specify:		
Risk implications:	Yes / No If yes, please specify: Operational: Organisational:		
Equality and Diversity implications:	Yes/ No If yes, please specify:		
Student Experience Impact:	Yes/ No If yes, please specify:		
Consultation: [staff, students, UHI & Partners, External] and provide detail	N/A		
Status – [Confidential/Non confidential]	Non-Confidential		
Freedom of Information Can this paper be included in “open” business* [Yes/No]	Yes		
*If a paper should not be included within “open” business, please highlight below the reason.			
Its disclosure would substantially prejudice a programme of research (S27)		Its disclosure would substantially prejudice the effective conduct of public affairs (S30)	
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Its disclosure would constitute a breach of the Data Protection Act (s38)		Other (Please give further details)	

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

Background

The process of gathering feedback for AY 2023-24 has been affected by a number of issues:

- JISC platform upgrade that took place over summer 2024 has locked previous account and all historical data has been lost
- Time constraints when it came to arranging individual meetings with Committee Chair
- Low engagement rate

Two rounds of evaluation meetings had been offered, and a questionnaire has been sent out to all Members.

Following new approach had been adopted in January 2025:

- The feedback questionnaire has been sent out to all Committee members, not only Board member.
- Professional Development meetings had also been offered to all Committee members, not only Board members. The collected information will be crucial when looking at development opportunities for individual committees and/or the whole Board. To date one meeting took place.

The cut-off date for completion of the questionnaire had been Sunday 23rd February 2025, and to date two responses were received in respect of the evaluation of the FGP Committee. The completed evaluation documentation for the FGP Committee will be passed to the Chair of the Board of Management for feedback to be delivered as part of the Board Member Evaluation Process.

Committee Feedback

Two responses were received and both, anonymised, had been attached as Appendix 1. No issues were highlighted as part of this evaluation process and following areas had been highlighted as good practice: training offered and relevant skills brought by Members. However, feedback did reference low attendance numbers at meetings during the Academic

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Year 2023/24. Committee Membership will be looked at the next Search & Nomination Committee meeting (March date tbc) with the aim to invite more Board members to consider joining the Audit Committee to make sure all meetings are quorate.

Next Steps

The feedback received will be presented to the Board of Management on 25 March 2025, as part of the yearly report on Committee Evaluations.

The Governance Officer has been in touch with the Quality department to look at internal survey tools that could be used for Board evaluation purposes in the future.

FGP Committee Evaluation (to be completed by FGP committee)**Deadline:** Sunday 23rd February 2025

Good Practice	Yes	No	N/A	Comments/Action
Composition, Establishment and Duties of the Committee				
Does the Committee meet regularly in accordance with the Board Standing Orders?	x			
Does the Committee consistently have a quorum?	x			
Do all Committee members attend meetings regularly?	x			
Does the Committee have enough members?	x			
Does at least one of the Committee members have a background relevant to the remit of the Committee?	x			
Have new Committee members received all necessary training?	x			
Does the Committee report regularly to the Board?	x			

Good Practice	Yes	No	N/A	Comments/Action
Terms of reference				
Does the Committee have written terms of reference?	x			
Do the terms of reference include all aspects of the Committee's role?	x			
Does the membership of the Committee need to be changed?		x		
Are the terms of reference adopted by the full Board and reviewed annually?	x			

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Good Practice	Yes	No	N/A	Comments/Action
Compliance with the Law and Regulations				
Does the Committee have a mechanism to keep it aware of topical legal and regulatory issues?	x			

Good Practice	Yes	No	N/A	Comments/Action
Internal Control				
Does the Committee monitor to ensure that risk is controlled?	x			
Does the Committee regularly review relevant strategic plans?	X			
Does the Committee consider the level of detail and information it receives appropriate?	X			
Are appropriate internal performance measures monitored by the Committee?	X			
Is the Committee addressing all matters delegated to it by the Board and under its terms of reference?	x			

Good Practice	Yes	No	N/A	Comments/Action
Administrative arrangements				
Does the Committee have an independent secretary?	X			
Are Committee papers distributed in sufficient time for members to give them due consideration?	X			
Are Committee meetings scheduled prior to important decisions on specific matters being made?	X			
Is the timing of Committee meetings discussed with all involved?	X			

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FGP Committee Evaluation (to be completed by FGP committee)

Deadline: Sunday 23rd February 2025 -

Good Practice	Yes	No	N/A	Comments/Action
Composition, Establishment and Duties of the Committee				
Does the Committee meet regularly in accordance with the Board Standing Orders?	X			
Does the Committee consistently have a quorum?	X			Sometimes, due to personal reasons or unforeseen circumstances, we may not be able to achieve a quorum.
Do all Committee members attend meetings regularly?	X			
Does the Committee have enough members?	X			
Does at least one of the Committee members have a background relevant to the remit of the Committee?	X			Not just one, but several members come from the relevant background.
Have new Committee members received all necessary training?	X			Ongoing training programs are available for members to enhance their skills and knowledge.
Does the Committee report regularly to the Board?	X			100%

Good Practice	Yes	No	N/A	Comments/Action
Terms of reference				
Does the Committee have written terms of reference?	X			
Do the terms of reference include all aspects of the Committee's role?	X			
Does the membership of the Committee need to be changed?		X		It's beneficial to have more memberships for better practice.
Are the terms of reference adopted by the full Board and reviewed annually?	X			

Item 10

Good Practice	Yes	No	N/A	Comments/Action
Compliance with the Law and Regulations				
Does the Committee have a mechanism to keep it aware of topical legal and regulatory issues?	X			

Good Practice	Yes	No	N/A	Comments/Action
Internal Control				
Does the Committee monitor to ensure that risk is controlled?	X			
Does the Committee regularly review relevant strategic plans?	X			It is a key part of the board's strategic plan.
Does the Committee consider the level of detail and information it receives appropriate?	X			
Are appropriate internal performance measures monitored by the Committee?	X			
Is the Committee addressing all matters delegated to it by the Board and under its terms of reference?	X			

Good Practice	Yes	No	N/A	Comments/Action
Administrative arrangements				
Does the Committee have an independent secretary?	X			Ludka provides exceptional support and performance.
Are Committee papers distributed in sufficient time for members to give them due consideration?	X			
Are Committee meetings scheduled prior to important decisions on specific matters being made?	X			
Is the timing of Committee meetings discussed with all involved?	X			Yes, but sometimes it requires more time due to the meeting agenda.

