

BOARD OF MANAGEMENT

AGENDA

A meeting of the Board of Management will be held at 14:00 hours on Tuesday, 09 February 2016 in the Boardroom, Milton Road Campus.

		Lead Speaker	Paper
1	WELCOME & APOLOGIES	Chair	
2	DECLARATIONS OF INTEREST	Chair	
3	MINUTES OF PREVIOUS MEETING <i>for approval</i>	Chair	A
4	MATTERS ARISING	Chair	B
5	COMMITTEE BUSINESS		
5.1	<u>Policy & Resources Committee</u> Minutes 18.01.16 Business Transformation Plan Management Accounts to Dec 2015 attached Pay Award 2015/16 – College Support Staff ¹ attached	Vice Chair A Bruton A Williamson A Williamson	C D E F
5.2	<u>Academic Council</u> Minutes 22.01.16 Draft Regional Outcome Agreement 2016/17 ²	S Cairncross S-J Linton	G H
5.3	<u>Audit & Risk Assurance Committee</u> Top Risk Register 2015/16	A Williamson	I
<i>Item 5.3 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.</i>			
5.4	<u>External Engagement Committee</u> Minutes 19.01.16	A Johnston	J
5.5	<u>Nominations Committee</u> Minutes 18.01.16 Committee Membership Report <i>for approval</i> attached	Chair Chair	K L

¹ An additional paper entitled 'Pay Award 2015/16 – Teaching Staff' is also attached.

² A refreshed version of the Edinburgh College Regional Outcome Agreement will be published online shortly.

5.6 Remuneration Committee
Minutes 14.12.15

R Stimpson **M**

Item 5.6 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 36, Confidentiality.

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|----|---|--------------|---------------|
| 6 | PRINCIPAL'S REPORT | A Bruton | N |
| 7 | EDINBURGH COLLEGE STUDENTS' ASSOCIATION REPORT | J Van Herk | O |
| 8 | GOVERNANCE REPORT | | |
| | 8.1 Governance Report | P Davis | P |
| | 8.2 Governance Planning Status Report attached | P Davis | Q |
| | 8.3 Calendar of Events | P MacPherson | R |
| 9 | NATIONAL REPORT | Chair | Verbal |
| 10 | RIDDOR REPORT attached | A Williamson | S |
| 11 | ANY OTHER COMPETENT BUSINESS | | |
| 12 | DATE OF NEXT MEETING: 19 April 2016 | | |

12.1 Upcoming Committee Dates

Audit & Risk Assurance Committee	25.02.16
Academic Council	11.03.16
External Engagement Committee	22.03.16
Policy & Resources Committee	29.03.16
Audit & Risk Assurance Committee	14.04.16
Board of Management	19.04.16

MANAGEMENT ACCOUNTS TO DECEMBER 2015

Purpose of Paper

The Management Accounts to December 2015, as provided by the Chief Operating Officer, are attached for the Board's consideration.

Action Required

Board Members are asked to NOTE the Management Accounts.

Strategic Implications

Risk	Yes \ No	Details
Governance \ legal	Yes	The Board of Management shall keep under review the College's management accounts, to ensure that effective financial management is in-place.
Financial	Yes	Explicit in purpose of paper.
Executive Approval	Yes \ No	Details
Reviewed by Executive	Yes	
Other	Yes \ No	Details
Equality Impact	No	



FINANCIAL REPORT

5 MONTHS TO DECEMBER 2015

CONTENTS

Report from Chief Operating Officer

1. Financial Performance Monitoring Template
2. Financial Summary
3. Income Analysis – Year to Date
4. Expenditure Analysis – Year to Date
5. Trading Departments – Year to Date
6. Cashflow
7. Balance Sheet
8. KPIs

Appendices:

1. Income and Expenditure Account Summary and Detail.
2. Balance Sheet
3. Cashflow

DISTRIBUTION

Executive Team
Board of Management Audit Committee
Senior Management Group

Section 1:

Financial Performance Monitoring Template

		2014/15 Annual Target	2015/16 Annual Target	Revised Annual Target	2015/16 Annual Target	2015/16 YTD Actual	YTD Variance	2014/15 Annual Out-turn	Year End Projection
Wsums		254,687	n/a	n/a	n/a	n/a	n/a	249,833	n/a
Credits		n/a	195,452		195,452	159,111	tbc	n/a	183,452
Credits ESF		n/a	4,806		4,806	-	tbc	n/a	4,806
		2013/14 FTE	2014/15 Average FTE	2014/15 Revised Average FTE	2015/16 Average FTE	2015/16 YTD Average FTE	YTD Variance	2014/15 Average Out-turn FTE	2015/16 Year End Projection
Staff Numbers (FTE)	section 2.8	1,099	1,175	1,175	1,175	1,160	15	1,099	1,167
		2014/15 Annual Budget	2015/16 Annual Budget	Revised Annual Budget	2015/16 YTD Budget	2015/16 YTD Actuals	YTD Variance	Previous YTD	Year End Projection
		£k	£k	£k	£k	£k	£k	£k	£k
Commercial & International Contracts		8,015	5,373	5,375	2,655	2,557	(98)	2,240	5,109
VS Scheme		718	0	0	0	0	0	37	0
Refer sections 2 to 5									
Income		67,898	67,730	67,710	28,368	28,025	(343)	29,401	66,699
Expenditure		69,861	68,354	68,334	28,690	28,395	296	29,992	67,641
Operating Surplus / (Deficit)		(1,963)	(624)	(624)	(322)	(370)	(48)	(591)	(942)
Refer sections 6 to 7									
Net Cash Inflow / (Outflow)		(3,895)	941	941	976	585	(391)	(2,076)	689
Bank Balance		4,441	4,052	4,052	4,088	3,697	(391)	6,261	3,800
Fixed Assets		155,436	150,716	150,716	154,054	153,621	(433)	140,418	150,716
Net Current assets / (liabilities)		(80)	631	631	(391)	(330)	61	2,811	363
Creditors and Provisions		(40,937)	(39,662)	(39,662)	(40,376)	(40,376)	-	(34,127)	(39,662)
Net Assets		114,419	111,685	111,685	113,287	112,915	(372)	109,102	111,417
Pay costs % of Income	%	65.6	66.6	66.6	65.9	65.7	(0.2)	63.7	66.8
Current Ratio		1.1	1.1	1.1	0.97	0.97	-	1.23	1.04
Cash Days in Hand		5	4	4	(2)	(2)	-	16	2
Borrowings as % of reserves	%	9.9	10.0	10.0	10.0	10.0	-	10.6	10.0

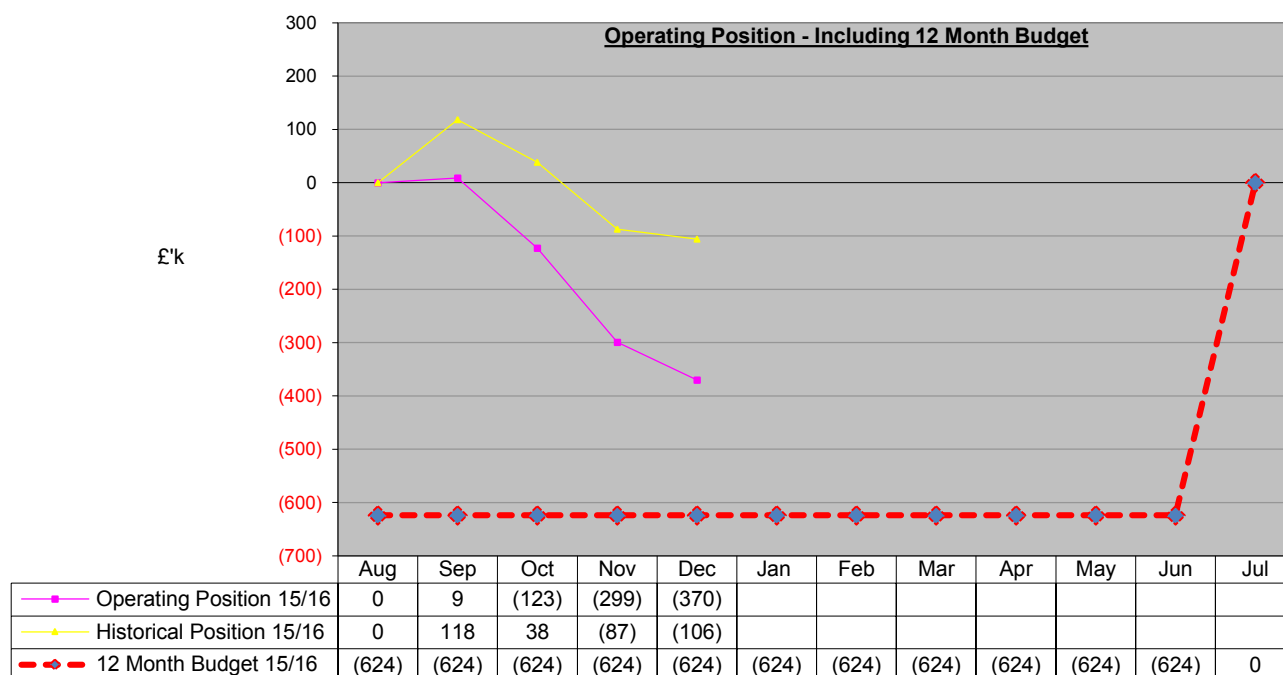
Govt Resource Accounting to 31 March 2016

		Previous Year	Annual Budget	Revised Annual Budget	YTD Budget	YTD Actuals	YTD Variance	Previous YTD	Year End Projection
RDEL	£k	7	732	28	826	4,512	3,686	132	4
AME	£k	(8,185)	0	0	0	0	0	0	0
CDEL	£k	0	0	0	0	20	20	1,063	0

FINANCIAL COMMENTARY ON THE MANAGEMENT ACCOUNTS

5 MONTHS TO DECEMBER 2015

Section 2: Financial Summary



2.1 The following report provides an update on the financial position of Edinburgh College at 31st December 2015.

2.2 Our 2015/16 academic year shows a starting deficit budget of £0.6m which was approved by the College's Board of Management on the basis that we would work towards a year-end breakeven position.

2.3 As previously reported, the College has not attained its student numbers, due to low student recruitment and retention, and a change in policy which reduced the number of additional credits allowable per student. As a result, the College will underachieve its current full year target of 200,258 credits by in excess of 12,000 credits; YTD actuals are 159,111 credits. In relation to transitional financial arrangements, the SFC have confirmed that the 2014/15 clawback of £0.8m will be supported. However, the College still awaits the outcome of the transitional arrangements for the current year clawback of 12,000 credits. This equates to £2.3m of grant-in-aid and circa £0.3m of student support funds (refer para 2.9).

2.4 The December year to date operating position shows a deficit of £0.4m (up from last month's deficit of £0.3m), compared to a year to date budget deficit of £0.3m. There is a total adverse variance of £48k compared to the profiled budget to date. The historical position shows a deficit of £0.1m following a release of £0.3m from the revaluation reserve.

2.5 During the month, a further £0.2m of full year staff cost savings were identified, equating to a total of £0.6m identified to date which will be released through the financial year. However, following further student withdrawals from FE/ HE courses (including associate degree), and low student intake across a range of bespoke commercial courses and scheduled short courses, these early identified savings have now been negated by less income. As a result, the year-end projection of a £942k deficit remains the same as last month.

As a result of the low student numbers, some Heads of Centres have requested more time to review their staffing requirements pending January starts. The Senior Management Group are wholly focussed on improving the current deficit position.

2.6 Total income to date is £28m, showing an adverse variance of £0.3m on the year to date budget of £28.4m. This is largely due to adverse variances within SAAS fees, FT & PT tuition fees, associate degree programmes, managing agent courses, bespoke contracts and scheduled short course programmes totalling £0.4m. However, these are partly offset by a positive variance within SFC grant income of £0.1m (development plan

funding). Detailed monthly budget reviews continue towards mitigating, as much as possible, the adverse effects of these shortfalls.

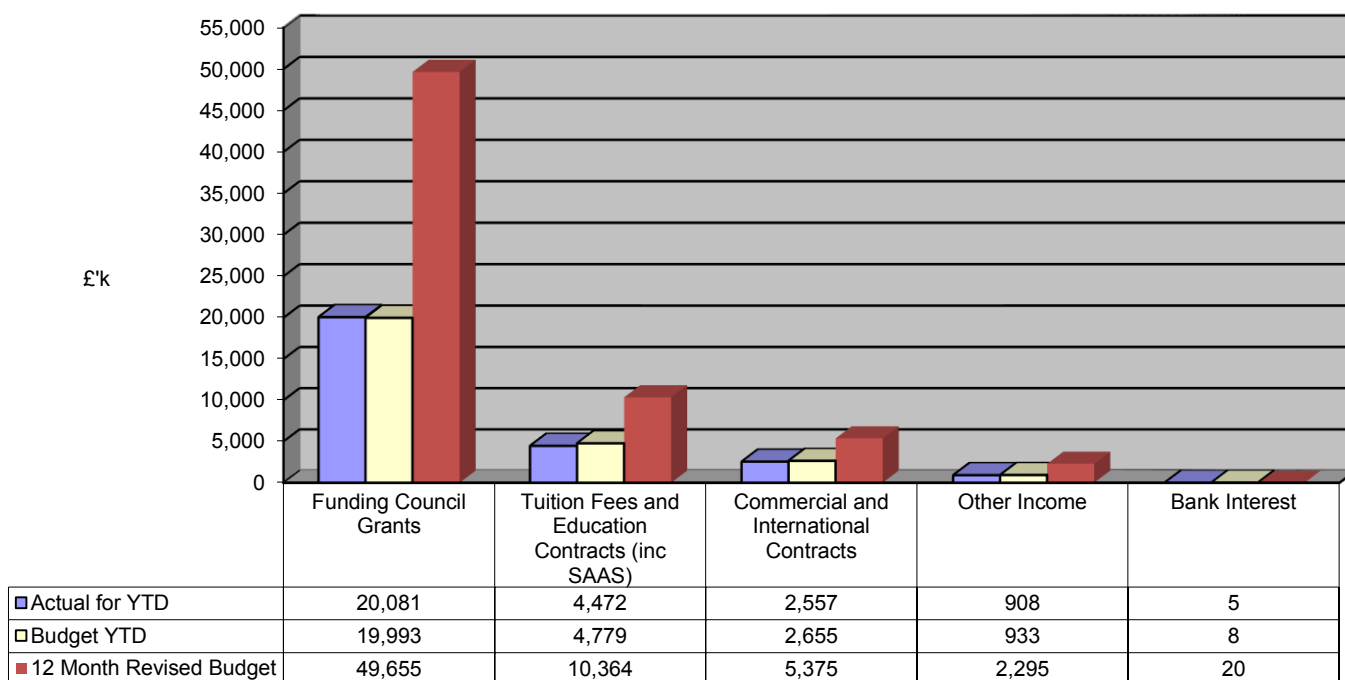
- 2.7 Total expenditure to date is £28.4m, showing a favourable variance of £0.3m on the year to date budget of £28.7m. This is largely due to favourable variances within staff costs of £0.3m, relating to vacancy churn, delayed recruitment, and non filled posts. Debt servicing costs remains positive (a net £56k), owing to LIBOR forecasts continuing to track historic lows. These favourable variances are partly offset by adverse variances within other operating expenditure of £0.1m (mainly development plan cost which is matched to the corresponding income grant). All other overspends continue to be reviewed and resolutions sought from Budget Managers at their monthly finance meetings.
- 2.8 Staff numbers (FTE) YTD average of 1,160 is lower than the budget of 1,175 due to slower recruitment of existing vacancies and non-filling of certain posts. This figure has also been affected by the recruitment of staff for maternity cover, and filling longer term lecturing vacancies within Engineering.
- 2.9 The College has recently received verbal confirmation from the SFC that it will receive £0.3m of additional student support funds from its "In-Year Redistribution" request of £0.5m. However, the SFC has also confirmed that as a result of the in-year clawback, they will reduce the student support grant by £0.3m. Therefore there will not be any fund transfers.

Budget Movements

During the month there have been a small number of budget virements within income and expenditure categories to eliminate timing variances and miscodings. Our opening budget deficit position of £0.6m remains unaffected by these adjustments.

Section 3: Income Analysis – Year-to-Date

Income Analysis - Year to date (Incorporating 12 Month Revised Budget)



- 3.1 Our total income budget for the year stands at £67.7m (unchanged from last month). Total income for the year to date is £28m, which is £0.3m lower than the profiled budget of £28.4m.
- 3.2 Total SFC grant income (excluding deferred capital releases) stands at £18.7m, which is slightly ahead of its year to date budget by a net £88k, due to a partial release from the development grant to fund corresponding expenditure.
- 3.3 Net tuition fees and educational contracts (primarily SAAS, HE/PT courses, associate degrees, and self-payers) are currently £0.3m behind their year to date target and are unlikely to recover. However, further work is being undertaken by the marketing department to attract January and February part-time, day and evening course

students. The revised forecast for this income category now shows a shortfall of £0.7m, a further deterioration of £0.1m from last month's adverse position of £0.6m.

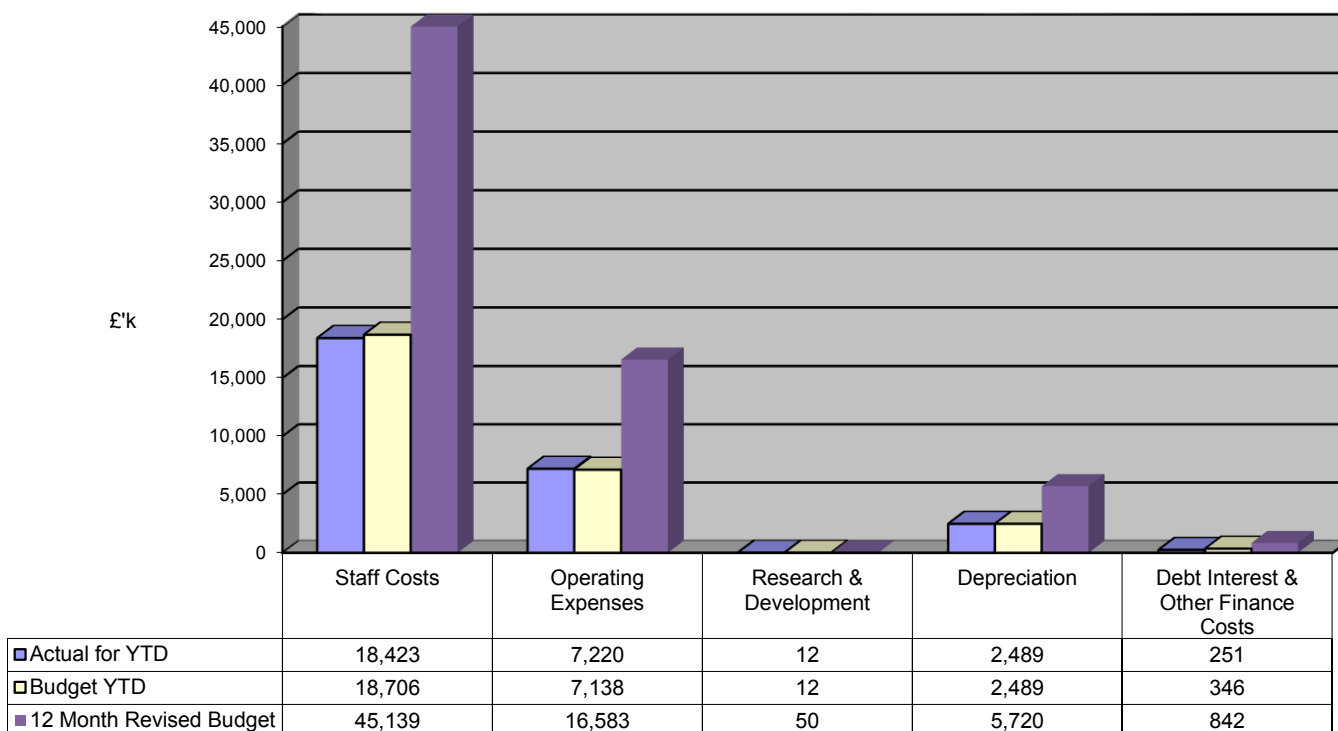
- 3.4 Total Commercial & International income to date stands at £2.6m, which is £0.1m lower than its year to date profiled budget. This adverse position is largely due to continued weakness within 'other bespoke' contracts coupled with income shortfalls within scheduled short courses.

Latest projections suggest a full year commercial income shortfall of £0.27m. However, the Business (and International) Development teams continue to prepare and submit fresh commercial bids to secure new business to reduce the current income gap.

- 3.5 International income is currently in line with budget, at £0.8m achieved to date and current forecasts suggest it will achieve its full year income target of £1.4m.
- 3.6 During the month, the deferred income release was £0.3m (cumulative £1.4m), which is in line with forecast and is matched against associated depreciation charges.

Section 4: Expenditure Analysis – Year-to-Date

Expenditure Analysis - Year to date (Incorporating 12 Month Revised Budget)



- 4.1 Our total expenditure budget for the year stands at £68.3m (unchanged from last month). Total expenditure for the year to date is £28.4m, which is £0.3m lower than the profiled budget of £28.7m.
- 4.2 The positive variance to date is largely due to a net underspend of £0.3m within staff costs (primarily due to vacancy churn, delayed recruitment, and unfilled vacant posts) together with a favourable variance of £56k for debt interest payments (which is likely to accumulate to £0.13m by year-end), and £39k for other finance charges (currency fluctuations). These favourable variances have been partly offset by a current adverse spend, on budget, of £0.1m within other operating expenditure (an improvement of £80k from last month).
- 4.3 Staff costs are forecast to settle at £0.6m lower than the full year budget, although there is optimism that this position will improve further as the year progresses, and provide some cover for the nationally agreed pay award.
- 4.4 The adverse variance of £0.1m within other operating expenditure is mainly within consultancy fees which is offset by match funded SFC development grants (shown within income).

Premises costs are currently adverse by £0.04m (energy) and actions are being undertaken to find budget cover to address this position, underpinned by a sustainability drive. However, on a positive note, this current

overspend is wholly offset, by net underspends within ICT expenditure of £0.04m (licences and leasing agreements) which is expected to accumulate as we progress towards the year-end. Most other expenditure areas are being managed within budget.

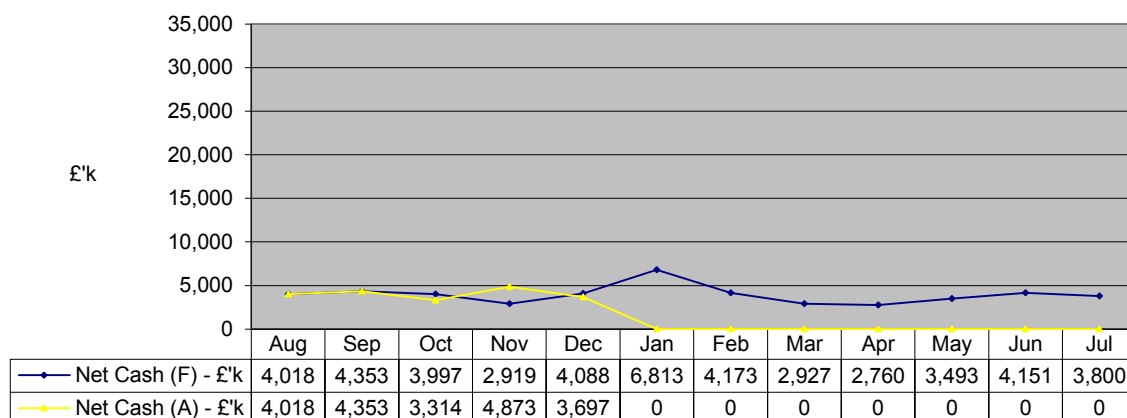
- 4.5 In line with last month, the full year forecast for other operating expenditure (in total) remains in line with budget. Although this is contingent on finding budget cover to address any overspends which may arise.
- 4.6 In the year to date, depreciation charges of £2.5m (2014/15 y/e: £2.3m) have been released from our fixed assets to reflect their economic use.

Section 5: Catering and Nursery Trading Departments – Year-to-Date

- 5.1 The following information provides an overview of the year to date trading positions of the catering and nursery departments.
- 5.2 The cross-campus catering facilities have generated total revenue to date of £0.8m, resulting in a gross operating profit of £0.5m and a net operating profit of £0.06m, which is in line with expectations. The net operating position has been adversely impacted by the costs of job evaluation. Increased sales and the containment of costs remains a key priority.
- 5.3 The Nursery currently shows a net operating loss of £0.05m, which is due to lower than planned recruitment, and the continued use of agency staff (adverse net cost to date of £37k) to cover staff absences. A further marketing drive is ongoing to increase our current in-take.

Section 6: Cashflow

Cash Position - Forecast versus Actuals to December 2015



- 6.1 Our cash position stands at £3.7m, narrowly behind our rolling forecast owing to the timing of operating expenditure out-flows. The cash balance is mainly constructed from net SFC grant-in-aid, student support grants, cash brought forward, and net current year working capital.
- 6.2 Our cash balance is projected to remain low, aside from the January receipt of SAAS fees (£3.8m), and is expected to fluctuate within a narrow range for the foreseeable future. The College is paying an average of 5.69% on its debt borrowing (prior year 5.68%).
- 6.3 Our underlying interest related borrowings stand at £11.2m and our Lennartz VAT liability is £2.2m. Our latest Lennartz payment (a net £180k) was settled in December with the next quarterly payment due in March 2016.
- 6.4 The forecast end of year bank balance of £3.8m (target £5m) equates to a positive cash movement for the year of £0.7m. However, minimising expenditure and where possible extracting further savings as the session progresses will have a positive impact on the cashflow out-turn. Cash is still being carefully managed accordingly.
- 6.5 In December, we drew down from the SFC £0.1m of our 2015/16 capital allocation (April 15 to March 16) to fund ICT and Estates projects (£1.4m drawn down in total since April). The balance remaining is £51k.

- 6.6 The RDEL (Resource Departmental Expenditure Limit) refers to an under or overspend for the financial year to 31 March 2016. The Financial Performance Monitoring template shows an underspend of £4k to 31 March 2016 (which excludes the effect of clawback pending confirmation of transitional arrangements from the SFC).

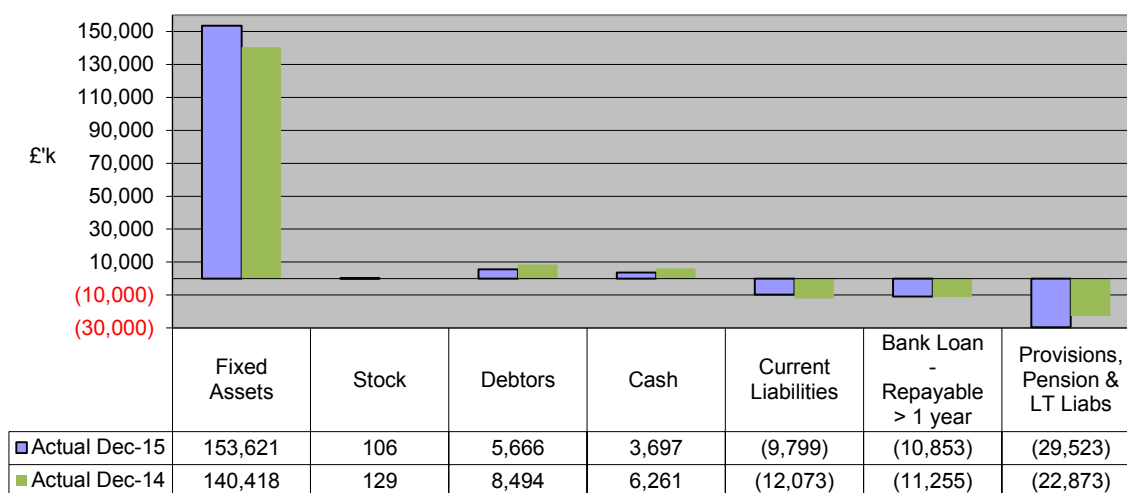
For the year to 31 March 2016 a budgeted underspend of £732k was originally forecast at April 2015 and has since been revised to a year end projected underspend of £4k due to the actual financial results to 31 July 2015 and the current projection of a deficit of £942k for the 2015/16 academic year. This underspend represents an improvement from last month's projected position (an overspend of £637k). The movement is due to a reduction in forecast overspends with regards to student support (lower student applications for support than originally projected) coupled with a reduction in forecast operational spend to end March 2016, based on an analysis of the ytd December 2015 spending profile.

Although this positive movement is welcome, the net position remains under focus for improvement (in line with the target removal of our current I/E forecast deficit of £942k). Maintaining this positive direction is contingent on keeping spending to a minimum, to ensure we do not deviate from current trends. These figures exclude the effects of any clawback and the impact of a national pay award, as we are awaiting guidance from the SFC on these matters.

- 6.7 The AME (Annually Managed Expenditure) refers to the revaluation of pension liabilities, including the FRS17 deficit; as a result, neither budgets nor projections have been provided at this stage due to the uncertainty of future movements. The previous year figure of (£8,185k) refers to the actuarial valuation of the LPF scheme (£7,782k) and the revaluation of the early retirement provision (£403k). The figures do not include any impact of the revaluation of land and buildings and the restatement of prior year figures, following receipt of guidance from the SFC that these revaluations are outside of the scope of resource return reporting.
- 6.8 The CDEL (Capital Departmental Expenditure Limit) refers to the difference between the Capital grant received and the expenditure on fixed assets. For the year to date, there is an underspend of £20k, as a result of net capital grants being drawn down (in December) in advance of associated capital expenditure payments, which fell into January due to timing.

Section 7: Balance Sheet

Assets and Liabilities



- 7.1 In the year to date our capitalised expenditure totals £0.7m, of which £0.3m was incurred on ICT unified communications, storage solutions and desktop & Macs deployments, whilst £0.3m was incurred on Estates projects and refurbishment works. Assets under construction, awaiting to be brought into use and then capitalised, total £0.1m for the year to date.
- 7.2 Our net current liabilities stand at minus £0.3m due to a net decrease in our cash deposits coupled with the effects of a potential grant clawback of £0.8m relating to 2014/15 activity, and equates to negative (-2 days) of working capital reserves. At the end of December, debtors include trade £1.3m and £4.4m of prepayments and accrued income (SAAS £3.8m due payable in January, other tuition fees (including associate degrees) mainly due payable in January / February, and ESF grants due payable by March 2016).
- 7.3 Year on year provisions (excluding pension liabilities) have decreased by £0.4m to £4.9m (academic y/e £5m) following movements in relation to our student accommodation contract and enhanced pension provision. Our support staff pension liability stands at £23.2m, whilst our current bank debt level is £11.2m.

- 7.4 The main (net) year on year movement in current liabilities is within net accruals and deferred income (£1.4m). The amount held in deferred grant liabilities at the month-end (£4.6m) represents SFC funds largely in respect of grant-in-aid (including £0.8m previously reserved for a potential clawback re 2014/15 activity), ESOL, student support, capital formula grants and debt support. During the month, a further tranche (£139k) of our capital allocation was drawn down (£1.4m drawn down in total to date) to fund new capital works. We currently show £12.3m of liabilities as repayable in more than 1 year.
- 7.5 Deferred grants and specific reserves, less pension reserve, have decreased by 1.8% to £68m (academic y/e 2014/15: £69.3m), following the capitalisations detailed above, whilst the income and expenditure reserve is currently £44.9m (academic y/e 2014/15: £45.2m).

Section 8: KPIs

8.1 KPIs

<ul style="list-style-type: none"> • Out-turn: (£370k) deficit • Target: Breakeven • Forecast out-turn: (£942k) deficit 	<ul style="list-style-type: none"> • Cash (burn) / generation rate at +£65k (due to lower salary costs). • Target monthly average generation rate: +£157k.
<ul style="list-style-type: none"> • YTD cash balance: £3.7m • Target: £5m 	<ul style="list-style-type: none"> • Net Current Assets/(Liabilities): (£0.3m) (-2 days) • Target: £3.3m (19 days)
<ul style="list-style-type: none"> • Current Ratio: 1:0.97 • Target: 1:1.15 	<ul style="list-style-type: none"> • Pay Costs as % of Total Income: 65.7% • Target: 66.0%
<ul style="list-style-type: none"> • Borrowings as % of reserves: 10.0% • Target: 9.9%. 	<ul style="list-style-type: none"> • Current credits 159,111 • Target credits: 200,258

I&E Account for the 5 Months to 31st December 2015

	<u>Original</u> <u>Annual</u> <u>Budget</u> <u>£000s</u>	<u>Revised</u> <u>Annual</u> <u>Budget</u> <u>£000s</u>	<u>YTD</u> <u>Budget</u> <u>£000s</u>	<u>YTD</u> <u>Actuals</u> <u>£000s</u>	<u>YTD</u> <u>Variance</u> <u>£000s</u>	<u>Previous</u> <u>YTD</u> <u>£000s</u>	<u>Year End</u> <u>Projection</u> <u>£000s</u>
Funding Council Grants	45,786	45,786	18,299	18,387	88	20,014	45,842
Deferred Capital Grant Releases	3,069	3,069	1,361	1,361	0	1,253	3,069
Debt Support Grant	800	800	333	333	0	276	800
Tuition Fees and Education Contracts (inc SAAS)	10,366	10,364	4,779	4,472	(307)	4,538	9,631
Commercial and International Contracts	5,373	5,375	2,655	2,557	(98)	2,240	5,109
Other Income	2,337	2,315	941	914	(27)	1,045	2,247
Exceptional Merger Support Grants	0	0	0	0	0	37	0
Total Income	67,730	67,710	28,368	28,025	(343)	29,401	66,699
Staff Costs	45,139	45,139	18,706	18,423	283	18,732	44,578
Other Operating Expenses	16,603	16,583	7,138	7,220	(82)	8,569	16,583
Depreciation	5,720	5,720	2,489	2,489	(0)	2,257	5,720
Debt Interest & Other Finance Costs	842	842	346	251	95	307	710
Research & Development	50	50	12	12	(0)	91	50
Exceptional Merger Support Costs	0	0	0	0	0	37	0
Total Expenditure	68,354	68,334	28,690	28,395	296	29,992	67,641
Operating Surplus / (Deficit)	(624)	(624)	(322)	(370)	(48)	(591)	(942)
Statement of Historical Cost Surpluses and Deficits for the 5 Months to 31st December 2015							
Operating Surplus / (Deficit)	(624)	(624)	(322)	(370)	(48)	(591)	(942)
Difference between historical cost depreciation and actual revaluation charge for the period	313	612	264	264	0	130	612
Historical Cost Surplus / (Deficit)	(311)	(12)	(58)	(106)	(48)	(461)	(330)

	<u>Original Annual Budget £000s</u>	<u>Revised Annual Budget £000s</u>	<u>YTD Budget £000s</u>	<u>YTD Actuals £000s</u>	<u>YTD Variance £000s</u>	<u>Previous YTD £000s</u>
<u>INCOME</u>						
<u>Funding Council Grants</u>						
Recurrent Grant Inc Fee Waiver	41,074	41,074	16,207	16,200	(7)	18,519
Childcare Funds	1,545	1,545	686	686	0	809
Deferred Capital Grants	3,069	3,069	1,361	1,361	0	1,253
Debt Support Grants	800	800	333	333	0	276
Other SFC Grants	3,166	3,166	1,405	1,501	96	686
	49,655	49,655	19,993	20,082	88	21,543
<u>Tuition Fees & Education Contracts</u>						
FE - UK & EU	102	62	11	57	47	641
HE - UK & EU	996	816	485	402	(83)	353
PT Self Payers	906	1,139	650	624	(26)	21
Examination Fee Income	21	7	1	6	5	
SAAS	4,280	4,280	1,836	1,648	(188)	1,807
Associate Degree Fees	1,250	1,250	526	474	(52)	563
Managing Agents	1,380	1,380	642	633	(9)	652
Edinburgh Council - Pre Emp Contract	1,430	1,430	628	628		501
	10,366	10,364	4,779	4,472	(307)	4,538
<u>Commercial & International</u>						
International	1,350	1,350	778	778	0	653
SDS	517	517	224	224	0	348
EH15 and The Apprentice Restaurants	47	97	53	56	3	48
Bliss SPA and Employability Salons	148	123	59	54	(5)	76
Gym	335	312	133	133	(0)	124
Nursery	1,075	1,075	448	417	(31)	379
Residences	595	595	224	224	0	224
Access Centre Provision	130	130	32	32	0	44
Bespoke Contracts for Employers	1,175	693	367	322	(45)	317
Scheduled Short Courses		483	337	308	(29)	
Other European Income				9	9	27
	5,373	5,375	2,655	2,557	(98)	2,240
<u>Other Income</u>						
Catering	2,085	2,085	824	792	(32)	857
Other Income Generating Activities	232	211	109	117	7	176
	2,317	2,295	933	908	(25)	1,034
<u>Endowment & Investment</u>						
Bank Interest	20	20	8	5	(2)	11
	20	20	8	5	(2)	11
<u>Exceptional Merger Support Grants</u>						
						37
TOTAL INCOME	67,730	67,710	28,368	28,025	(343)	29,401
<u>EXPENDITURE</u>						
<u>Staff Costs</u>						
Senior Management	1,862	1,862	821	813	8	919
Academic Departments	23,281	23,282	9,564	9,356	208	9,507
Academic Services	4,428	4,451	1,829	1,788	41	780
Admin & Central Services	12,145	12,278	5,103	4,961	142	5,956
Premises	1,146	1,148	488	490	(2)	599
Catering & Residences	856	926	375	341	34	351
Temporary & Agency Staff Costs	754	784	312	461	(148)	314
Other Staffing Expenditure	668	408	214	214	(0)	306
	45,139	45,139	18,706	18,423	283	18,732
<u>Other Operating Expenses</u>						
Premises	5,094	5,077	2,178	2,218	(40)	2,355
Teaching Activity & Support	1,033	1,020	499	500	(1)	835
Childcare Costs	1,545	1,545	686	686	(0)	809
Transport Costs	42	42	17	26	(10)	125
IT Costs	1,427	1,345	612	529	83	687
Telecomms Costs	145	194	96	96		80
Equipment	41	41	19	19	0	24
Health & Safety	92	92	28	32	(3)	41
Travel & Subsistence	547	548	315	315	0	216
Admin Costs	295	337	120	120	(0)	135
Corporate, Consultancy, Professional	864	845	356	456	(100)	575
Staff Welfare	17	9	4	4		3
Catering	1,401	1,419	538	539	(1)	657
Training & Development	183	183	42	42	(1)	80
VAT	1,546	1,546	772	781	(8)	913
Marketing & PR	243	241	139	139	(1)	102
Partnership Costs	616	616	273	273	(0)	385
Overseas Agents Commission	158	158	52	50	1	185
Registration & Exam Fees	1,266	1,277	391	393	(2)	333
Bad Debts	48	48	1	1	(0)	30
	16,603	16,583	7,138	7,220	(82)	8,569
<u>Depreciation for the year</u>	5,720	5,720	2,489	2,489	(0)	2,257
<u>Debt Interest & Other Finance Costs</u>						
Interest On Bank Loans	800	800	333	278	56	276
Other Finance Charges	42	42	13	(26)	39	31
	842	842	346	251	95	307
<u>Research & Development</u>	50	50	12	12	(0)	91
<u>Exceptional Merger Support Costs</u>						
						37
TOTAL EXPENDITURE	68,354	68,334	28,690	28,395	296	29,992
	(624)	(624)	(322)	(370)	(48)	(591)

Balance Sheet
For the 5 Months to 31st December 2015

	<u>2015/2016</u> <u>YTD Actuals</u> <u>£000s</u>	<u>2014/15</u> <u>Year End</u> <u>£000s</u>	<u>2014/2015</u> <u>Previous YTD</u> <u>£000s</u>
Fixed Assets			
L&B	144,362	145,731	130,752
FFE	9,259	9,705	9,666
	153,621	155,436	140,418
Current Assets			
Stock	106	137	129
Debtors	5,666	3,853	8,494
Cash	3,697	3,111	6,261
	9,469	7,101	14,884
Creditors < 1yr			
Loans	(386)	(386)	(357)
Payments received in advance	(728)	(281)	(1,356)
Trade creditors	(1,058)	(1,761)	(300)
Taxes & social sec	(802)	(1,024)	(1,103)
Accruals, Def Inc & Other Creditors	(2,213)	(3,695)	(5,583)
Amounts owed to SFC	(4,613)	(34)	(3,374)
	(9,799)	(7,181)	(12,073)
Net current assets / (liabilities)	(330)	(80)	2,811
Total assets less current liabilities	153,291	155,356	143,229
Creditors > 1yr			
Bank loans	(10,853)	(10,982)	(11,255)
Lennartz VAT	(1,415)	(1,699)	(2,253)
	(12,268)	(12,681)	(13,507)
Provisions			
Early retirement	(4,853)	(4,975)	(4,669)
Other	(40)	(65)	(607)
	(4,892)	(5,040)	(5,276)
Net pension asset / (liability)	(23,216)	(23,216)	(15,344)
NET ASSETS	112,914	114,419	109,102
Deferred capital grants			
SFC	62,143	63,273	63,531
Other	558	564	577
	62,701	63,837	64,108
Reserves			
I&E account	44,929	45,157	53,978
Pension reserve	(23,216)	(23,216)	(15,344)
Revaluation reserve	28,500	28,641	6,360
	50,213	50,583	44,994
CAPITAL & RESERVES	112,914	114,419	109,102

PAY AWARD 2015/16 - COLLEGE SUPPORT STAFF

Purpose of Paper

The Support Staff trade unions (UNISON, UNITE and GMB) confirmed on 27 January 2016, that they would accept the pay offer made by the NJNC Management Side on 04 December 2015.

For the information of the Board, attached is the *NJNC Management Side revised Pay Offer for Support Staff* and a supporting *NJNC College Support Staff Implementation Note*.

The cost of the support staff 1% uplift to Edinburgh College is as follows:

- Indicative arrears cost of pay award for Support Staff from 1 April 2015 to 31 March 2016 is £205k;
- Indicative total cost of pay award plus arrears for Support Staff to 31 July 2016 is £273k;
- Due to current deficit position this will increase the forecast deficit by £273k unless savings identified.

Action Required

Board Members are asked to NOTE the information provided by NJNC, and the financial implications of the 1% support staff uplift.

Strategic Implications

Risk	Yes \ No	Details
Governance \ legal	Yes	The Board should retain an overview of matters relating to human resources policy, management and planning.
Financial	Yes	The impact of the 1% uplift is outlined above.
Executive Approval	Yes \ No	Details
Reviewed by Executive	No	
Other	Yes \ No	Details
Equality Impact	No	

Appendices

1. College Support Staff Implementation Note
2. Management Side revised Pay Offer for Support Staff



Pay Award 2015/16 - College Support Staff

The Support Staff trade unions, UNISON, UNITE, and GMB confirmed on 27th January 2016 that they accept the pay offer made by the Management Side on 4th December 2015.

For all colleges who are signatories to the NRPA, they are to implement this award no later than the March 2016 pay run.

For colleges who are not signatories to the NRPA, the **strong recommendation** from the NJNC is that college boards apply this award in its entirety.

The full pay offer on which acceptance is based is provided below. College finance, HR and payroll teams are asked to note the following:

- The 1% or £300 pro rata whichever is the greater for those earning less than £30,000, consolidated* award is based on an employee's actual gross salary at the implementation date of 1st April 2015.
- If £300 is greater than the 1% on 1st April 2015, it is the £300 that should be applied.
- Accordingly, the pay award should be applied to contractual changes such as change of roles or hours that impact on salary during the pay period.
- The Living Wage that is applicable from 1st April 2015 is £7.85 per hour.
- After application of the Living Wage all employees on £7.85 per hour should receive £300 (pro rata) consolidated.
- *The 1% or £300 is to be applied on an unconsolidated basis to those staff on pay protection.
- The award is effective from 1st April 2015 and will be paid no later than March 2016.
- Standardisation of the working week to 35 hours by April 2016; all colleges who have a standard working week in excess of 35 are to put in place the necessary steps to reduce standard working hours to 35, with no detriment to pay for affected employees.
- The minimum Annual Leave entitlement in the college sector will now be 27 days, colleges who operate below 27 are to make this adjustment from the effective date of 1st April 2015.
- All support staff are to receive an additional two days annual leave (unconsolidated) for the 2015 leave year.
- Implementation of leave will be a local matter, however colleges are to ensure that all employees take advantage of these additional days and not lose them due to extant annual leave carry forward arrangements. This includes the small number of circumstances where changes to annual leave could result in a combination of consolidated and two days unconsolidated being applied in the 2015 leave year.

Commitments

A number of commitments were provided by the Management Side that do not directly impact on pay or conditions for 2015/16. The commitments were however an integral part of securing the acceptance of the pay offer. The NJNC will now take forward these commitments and updates will be provided to the sector through regular NJNC joint briefings.

Clarification

If any clarification is sought this should be directed to the joint secretaries, john.gribben@collegesscotland.ac.uk or john.gallacher@unison.co.uk, a joint response will be provided to all requests for clarification.



NJNC Management Side revised Pay Offer 4 December 2015 for Support Staff:

Improved Pay offer for 2015/2016

The Management Side offers for 2015 / 16:

- A consolidated 1% uplift for all employees (or)
- £300 pro rata for employees earning below £30k (whichever is the greater)
- The sector will pay the living wage for its directly employed staff.

Commitments from the Management Side

- The Management Side is committed to securing living wage accreditation for all colleges, the management side and the trade unions will work to achieve this by December 2016.
- Standardisation of the working week to 35 hours, with no detriment to earnings, the Management Side will work to achieve this standardisation by April 2016.
- To provide on a pro rata basis an additional unconsolidated two days annual leave entitlement for all support staff for 2015/16.
- To provide a minimum of 27 days leave pro rata, with no impact on the maximum entitlement from April 2015.
- Address as a priority leave entitlements across the sector by 31 March 2016
- Will commit to look at a flat cash settlement from 2016
- If there is any change to the % increase or flat cash settlement to lecturers, the support staff will receive this
- To establish a short life working group, to develop an agreed timetable inclusive of a route map of key priorities and key deliverables, by 31 March 2016. The Management Side believe this offers the best prospect of introducing a workforce modernisation programme inclusive of standardisation and harmonisation across the sector. The management side envisage such a route map addressing:
 - A national job evaluation scheme
 - A national pay and grading scale
 - National Conditions of service
 - National Pay Protection

Pay award will be effective from April 2015.

Implementation Notes:

The pay award will be applied pro rata to employees on pay protection, on an unconsolidated basis.

The Living wage will be applied in the first instance then the £300 pro rata

PAY AWARD 2015/16 - TEACHING STAFF

Purpose of the Paper

In the absence of a formal agreement, the Management Side of the NJNC has recommended a pay award of 1% for lecturing staff in line with the award agreed for support staff and public sector policy. The offer to lecturing staff has been endorsed by the Colleges Scotland board.

The NJNC offer is attached, together with a clarification note.

The cost of the teaching staff 1% uplift to Edinburgh College would be as follows:

- Indicative arrears cost of pay award for Support Staff from 1 April 2015 to 31 March 2016 would be £246k;
- Indicative total cost of pay award plus arrears for Support Staff to 31 July 2016 would be £328k.

Action Required

Board Members are asked to CONSIDER the information provided by NJNC, and the financial implications of the 1% academic staff uplift.

Strategic Implications

Risk	Yes \ No	Details
Governance \ legal	Yes	The Board should retain an overview of matters relating to human resources policy, management and planning.
Financial	Yes	The impact of the 1% uplift is outlined above.
Executive Approval	Yes \ No	Details
Reviewed by Executive	No	
Other	Yes \ No	Details
Equality Impact	No	

2015/16 Pay Award – Lecturers

Recommendation from The National Joint Negotiating Committee - Management Side

Colleges will have now received a communication (dated: Thursday 28 January 2016) from the National Joint Negotiating Committee (NJNC) Secretariat regarding the implementation of the 2015/16 Pay Award for support staff.

Despite the best endeavors of the Management Side negotiation team, it has not been possible to secure an agreement on the pay offer for lecturing staff. Unfortunately this is primarily due to the EIS position of:

- conflating the pay award with their claim for harmonisation
- their refusal to discuss pay and conditions of service together.

Given the success of the negotiations with the support staff, Management Side has considered the absence of a pay agreement with the lecturing staff and what steps should now be taken to secure a pay agreement. NJNC is the preferred route however, it is abundantly clear from the EIS position that this will not be possible in the current pay round, unless they accept the Management Side final offer.

Accordingly, Management Side is **strongly recommending** that all colleges award the current 2015/16 Pay Offer to lecturing staff which is:

- 1% consolidated or £300 consolidated (whichever is the greater) effective from 1 April 2015.

This payment should be made no later than 31st March 2016.

Management Side also recognises that it has no power to compel colleges to implement this award and understands the impact this will have on resources, particularly for those colleges who had an August 2015 settlement date.

In acknowledging these challenges Management Side considers that in the current funding environment it would be prudent to ensure college resources are fully utilised rather than being lost to the sector.

Colleges Scotland board met yesterday (28th January) and endorsed the strong recommendation to apply the 2015/16 Pay Award.

Colleges are asked to advise john.gribben@collegesscotland.ac.uk if they intend to implement this recommendation by **Friday 19 February 2016**.

Regards

Keith McKellar
Chair of the National Joint Negotiating Committee Chair – Management Side

To College Chairs, Principals and Regional Chairs

I refer to the attached email from Keith McKellar sent on Friday 29 January 2016.

Following a number of queries today in relation to confidentiality and the decision making process, it was considered prudent to clarify a few points. These are as follows:

- The recipients were asked to keep the email confidential, as at that time the EIS had not been advised of the decision to award the pay offer in the March salary. I can confirm that they are fully aware of the position and at the next NJNC scheduled for Thursday 18 February 2016, this will be formally discussed in more detail with the EIS.
- The recommendation from the Management Side of the NJNC which is to award the pay offer to lecturing staff is fully supported, agreed and unanimously endorsed by the Colleges Scotland board.
- In the absence of any formal agreement, it is recognised that there is no mechanism to compel colleges to award this offer. It is however, hoped that all college boards will recognise the sector unity that is required in implementing this recommendation, hence why colleges are being asked to confirm their intentions in this regard.

I trust the above points provide further clarification to allow individual college boards to make a decision on whether they intend to follow the sector recommendation and implement the same award to lecturers.

For information, the text below has been provided to the EIS to set out the Management Side position. Colleges may find this useful in local communications to staff.

"We have now been in negotiation with both staff sides of the NJNC for some months. We have sought from the outset to ensure that FE staff suffered no detriment in comparison to staff elsewhere in the public sector in making our final offer of 1% or £300, whichever is the greater. This offer is in line with settlements across the public sector. Support staff have now agreed a settlement for 2015/16 based on these figures. Unfortunately, we have been unable to reach agreement with EIS and our last meeting with you made it clear that you did not see a ready path to such a settlement. We have concluded therefore that the opportunity to agree a pay uplift with you for 2015/16 through collective bargaining will not be possible.

We do not wish our teaching staff to suffer detriment in comparison with others in the sector and across the public sector because of this failure to agree a settlement with you. As said earlier, we must reluctantly conclude that there is no prospect in reaching agreement with the EIS at the NJNC for 2015/16. Therefore we are resolved to now proceed to implement the terms of our last offer unilaterally. We hope this new salary level and back pay will be available to staff in the March salary round."

If you have any questions, please do not hesitate to contact me.

Regards

John

John Gribben
Management Side Secretary

BOARD AND COMMITTEE MEMBERSHIP

Purpose of Report

Board Membership

On 08 December, the Board approved the appointment of four new non-executive Board members, subject to the approval of Scottish Ministers. Ministerial approval was subsequently granted on 15 December, bringing Board membership to its full complement of 18.

The name, position, date of appointment and tenure for each member of the Board of Management is outlined in *Appendix 1*.

The gender balance of the full Board currently stands at 50:50, as does the membership of its non-executive.

Committee Membership

On 18 January, the Nominations Committee met to consider the membership of the Board's committees following the four non-executive appointments and the standing down of Jan Cutting from the Board in January 2016. The proposed membership for each committee, as recommended by the Nominations Committee, is shown in *Appendix 2*.

Action Required

The Board are asked to NOTE the Board's membership as of 09 February 2016.

Further to this, the Board are asked to CONSIDER and ENDORSE the proposed committee membership agreed by the Nominations Committee.

Strategic Implications

Risk	Yes \ No	Details
Governance \ legal	Yes	The Board shall ensure that its operation aligns with the Post-16 Education Act (2013).
Financial	No	
Executive Approval	Yes \ No	Details
Reviewed by Executive	No	
Other	Yes \ No	Details
Equality Impact	No	Gender balance (in context of public sector targets) taken into account in the proposed committee membership.

BOARD MEMBERSHIP & TENURES

As of 09 February 2016, the Edinburgh College Board of Management membership is as follows:

	Forename	Surname	Position	Date of Appointment	Tenure Expires
1	Ian	McKay	Regional Chair	01.10.12	02.03.18
2	Colin	Arthur	Academic Staff Member	01.03.15	01.03.19
3	Jenni	Behan	ECSA Vice President (Welfare)	01.07.15	30.06.16
4	Kellie	Bradford	Support Staff Member	01.03.15	01.03.19
5	Annette	Bruton	Principal	18.05.15	N/A
6	Sandra	Cairncross	Non-Executive	01.03.15	01.03.18
7	Bob	Downie	Non-Executive	09.02.16	09.02.19
8	Stephen	Dunn	Non-Executive	09.02.16	09.02.19
9	Alan	Johnston	Non-Executive	01.03.15	01.03.18
10	Ann	Landels	Non-Executive	09.02.16	09.02.19
11	Elaine	Lee	Non-Executive	01.03.15	01.03.18
12	Niki	McKenzie	Non-Executive	01.03.15	01.03.18
13	Nigel	Paul	Non-Executive	01.03.15	01.03.18
14	Fiona	Riddoch	Non-Executive	20.10.15	20.10.18
15	Azra	Sharif-Qayyum	Non Executive	09.02.16	09.02.19
16	Robin	Stimpson	Non-Executive	01.03.15	01.03.17
17	Jeroen	Van Herk	ECSA President	01.07.15	30.06.16
18	Ian	Young	Non-Executive (Vice Chair)	01.03.15	01.03.17

An updated register of interests for the Edinburgh College Board of Management can be found on the College website [here](#).

PROPOSED COMMITTEE MEMBERSHIP

The table below outlines the committees of the Board of Management and their proposed membership as agreed by the Nominations Committee on 18 January 2016. Terms of reference for the committees of the Board of Management can be accessed on the College website [here](#).

Committee	Audit & Risk Assurance	Academic Council	External Engagement	Policy & Resources	Nominations	Remuneration
Non-Executive Membership	Nigel Paul (Ch) Niki McKenzie Fiona Riddoch Ian Doig*	Sandra Cairncross (Ch) Elaine Lee <i>Ann Landels</i>	<i>Alan Johnston (Ch)</i> Ian Young <i>Bob Downie</i> <i>Azra Sharif-Qayyum</i>	Ian Young (Ch) Ian McKay Sandra Cairncross Nigel Paul Robin Stimpson Alan Johnston <i>Stephen Dunn</i>	Ian McKay (Ch) Ian Young <i>Fiona Riddoch</i>	Robin Stimpson (Ch) Alan Johnston <i>Stephen Dunn</i>
Principal, Staff, Student Members		Annette Bruton Jeroen van Herk Jenni Behan Colin Arthur	Kellie Bradford Jeroen van Herk		Jennie Behan Kellie Bradford Colin Arthur	

*Co-opted Member

GOVERNANCE PLANNING STATUS REPORT

Purpose of Paper

This paper provides an update on governance planning activities at the College.

Action Required

Board Members are asked to NOTE the paper, and CONSIDER the various strands of governance activity and their development.

Strategic Implications

Risk	Yes \ No	Details
Governance \ legal	Yes	The Board should retain an overview of governance matters.
Financial	No	
Executive Approval	Yes \ No	Details
Reviewed by Executive	No	
Other	Yes \ No	Details
Equality Impact	No	

1. Governance planning has been focused on the following broad areas:
 - 1.1 **How we manage compliance in our growing regulatory environment**, for example, by monitoring external developments, adapting our governance framework, documents and procedures and providing advice to Board and Committees.
 - 1.2 **Improving information, monitoring and reporting structures between Board and Executive Management**, for example, by aligning committee structures and remits to executive structures, developing consistent approaches to agenda planning and papers, recording and follow-up of actions, and developing the i-Board system.
 - 1.3 **Embracing the new role of the reconstituted regional Board**, for example, by promoting awareness of and engagement in national structures and developments, and developing a Board engagement programme including College visits and meetings with external stakeholders.
2. Progress in these areas is currently being reviewed, with a view to refocusing planning on the basis of lessons learned, and developments internally and externally that impact on the Board and governance:
 - 2.1 Internally, the development of a Business Transformation Plan provides an opportunity to review the role of governance and its relationship to other areas of the College's operation.
 - 2.2 Externally, national structures and new approaches are developing further to the recent reform of the sector, and in response to emergent Government policy directions.
3. Several developmental activities are underway, including:
 - 3.1 working with the VP Strategy and Planning/SMG to review current approaches and develop more effective reporting to Board and Committees;
 - 3.2 integrating key elements of the new national framework into our own induction, development and evaluation procedures;
 - 3.3 working with others internally and externally on the development of sector models to raise standards of governance and promote consistency.
4. Drawing together the various strands of activity above, a strategy paper will be brought to the April Board that will:
 - 4.1 take account of internal and external developments including the Business Transformation Plan, findings of the Government task group and review of the Code of Good Governance;
 - 4.2 include a series of governance objectives (and, where appropriate, targets) reflecting the needs of the College in the context of 5.1 over the next 12-18 month period;
 - 4.3 provide a clear statement of intent, a strategic locus for all governance activity and a firmer basis for review of progress and performance.

RIDDOR REPORT 2015

Introduction

The following report provides an update on incidents/accidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 at Edinburgh College between 01 January 2015 and 31 December 2015.

There have been two specified injuries reported during this time.

In 2016 (to date) there have been no accidents / incidents reportable under RIDDOR.

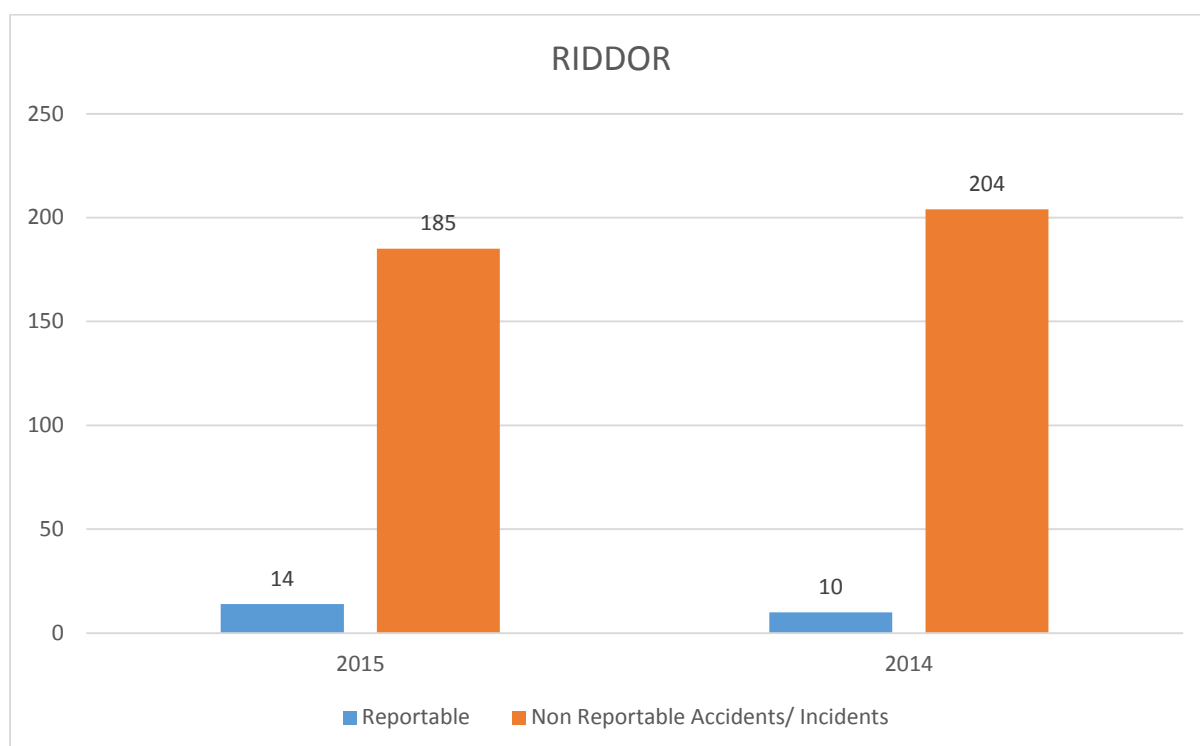
Action Required

The Board are asked to NOTE the attached RIDDOR Report.

Strategic Implications

Risk	Yes \ No	Details
Governance \ legal	Yes	The Board is required to maintain oversight of accident and incident reported at the College.
Financial	Yes	
Executive Approval	Yes \ No	Details
Reviewed by Executive	Yes	
Other	Yes \ No	Details
Equality Impact	No	

RIDDOR - 2014 & 2015



For the calendar year 2015, there was a total of 199 accidents/ incidents reported, with 14 reported under RIDDOR 2013 (please see details below).

2016 ytd – there have been no accidents/ incidents reportable under RIDDOR.

Date	Campus	Incident description	Corrective Action/ Recommendations	Reason reported under RIDDOR
13/01/15	Granton	Student was using a scalpel as part of their course work, their hand slipped and sliced the top of their finger.	Was provided with first aid treatment but referred to hospital.	Member of public/ other taken directly to hospital for treatment
24/04/15	Sighthill	Student's mother was walking down the creative industries corridor and fell. She was taken to hospital and diagnosed with ligament damage to left ankle. In addition, she injured her right knee.	Floor was checked - no issues found.	Member of public/ other taken directly to hospital for treatment
13/05/15	Milton Road	Student was bending down near sink. Top of large blender fell from sink when another student who was removing pot/chopping board struck the blender top. The blender top struck the student who was bending down across the bridge of their nose.	First aid treatment. Student went to hospital (two steri strips applied). Housekeeping provision at sink reviewed	Member of public/ other taken directly to hospital for treatment
21/05/15	Granton	Student cut the pinkie of their right hand when lifting a knife	Improved supervision and	Member of public/ other taken directly

		out of the sink. It was a deep cut that required stitches	retraining in correct procedure for handling knives	to hospital for treatment
07/08/15	Sighthill	Janitor was moving a table on a trolley. When taking the table out of the lift, wheels of the trolley caught in the lift runner resulting in IP falling over.	Review Safe System of Work and Risk Assessment	Specified Injury
14/09/15	Granton	While lifting 20ltr of oil to pour into fryer, member of staff injured arm/ shoulder	Review risk assessment and update system of work (e.g. smaller containers/ team lifting, job rotation)	Over seven day injury
08/10/15	Forthside	Student was sawing a piece of timber when the saw accidentally slipped and cut the top of their thumb.	Initially, first aid was administered on site. Student was taken to hospital	Member of public/ other taken directly to hospital for treatment
20/10/15	Granton	A member of the public was entering the campus via the revolving door - Morrison's side. She was struck by the door due to the speed it was revolving.	1) Door to be checked by installer. 2) Doors to be modified to slow rotation speed	Member of public/ other taken directly to hospital for treatment
27/10/15	Granton	Student caught style knife on pasting table and cut their finger.	Initially, first aid was administered on site. Student was taken to hospital	Member of public/ other taken directly to hospital for treatment
27/10/15	Milton Road	A student slipped on the floor at the entrance to the club (allegedly due to food being spilt). This resulted in an injury to their leg	Cleaning processes for the area reviewed.	Member of public/ other taken directly to hospital for treatment
28/10/15	Sighthill	Reaching into cupboard, member of staff lost balance and fell on metal cable basket/ light fitting, injuring torso.	Review and improve housekeeping standards within stores	Over seven day injury
05/11/15	Midlothian	Student was grinding a piece of metal (student was wearing safety glasses). A fragment managed to get into student's eye	Review of risk assessment. Face shields + different safety glasses to be used	Member of public/ other taken directly to hospital for treatment
26/11/15	Midlothian	Student who was wearing safety glasses was using a wire brush to clean a piece of metal. A "small piece of slag" went into the student's eye.	Review of risk assessment. Face shields + different safety glasses to be used	Member of public/ other taken directly to hospital for treatment
17/12/15	Milton Road	Member of staff fell while walking round the pool. This resulted in a sprained wrist, knee/ ankle and a fracture to their collar bone. Member of staff does not know why/ how they fell – CCTV footage reviewed	Risk assessment and safe systems of work to be reviewed – particularly focusing on footwear for staff within the pool area	Specified Injury