



For the future you want

## BOARD OF MANAGEMENT

### AGENDA

A meeting of the Board of Management will be held at 14:00 hours on Tuesday, 19 September 2017 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	<b>A</b>
4	MATTERS ARISING	Chair	<b>B</b>
5	COLLEGES SCOTLAND EMPLOYMENT RELATIONS POLICY LEAD	J Gribben	Verbal
6	STRATEGIC PLANNING UPDATE		
	6.1 Strategic Planning Working Group 18.08.17	I Young	<b>C attached</b>
	6.2 Strategic Plan and Blueprint 2017-22 <i>for approval</i>	A Craig	<b>D</b>

*Item 6.2 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 27, Information Intended for Future Publication.*

7	COMMITTEE BUSINESS		
7.1	<u>Policy &amp; Resources Committee</u> Minutes 22.08.17 Recruitment & Retention Dashboard Management Accounts to July 2017	I Young J Pearson A Williamson	<b>E</b> <b>F attached</b> <b>G attached</b>
7.2	<u>Academic Council</u> Minutes 01.09.17	F Riddoch	<b>H</b>
7.3	<u>Audit &amp; Risk Assurance Committee</u> Summary Top Risk Register	A Williamson	<b>I</b>
7.4	<u>External Engagement Committee</u> Minutes 29.08.17	I Young	<b>J</b>

	Edinburgh Partnership Locality Improvement Plans A Craig <i>for approval</i>	<b>K</b>
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- |     |   |                |
|-----|---|----------------|
| 8   | CLOSED ITEM(S) OF BUSINESS                                    |                |
| 8.1 | Closed Minutes of the Previous Meeting<br><i>for approval</i> | Chair <b>L</b> |

*[Refreshment Break]*

- |      |   |                                |
|------|---|--------------------------------|
| 9    | HEALTH AND SAFETY REPORT                            |                                |
| 9.1  | Annual Health and Safety Report <i>for approval</i> | A Bamberry <b>M</b>            |
| 9.2  | RIDDOR Report                                       | A Bamberry <b>N attached</b>   |
| 10   | PRINCIPAL & CHIEF EXECUTIVE REPORT                  | A Bruton <b>O attached</b>     |
| 11   | EDINBURGH COLLEGE STUDENTS' ASSOCIATION             |                                |
| 11.1 | ECSA Report   | N Black <b>P attached</b>      |
| 11.2 | ECSA Annual Priority Objectives 2017/18             | N Black <b>Q</b>               |
| 12   | GOVERNANCE REPORT                                   |                                |
| 12.1 | Governance Update                                   | M Walker <b>R attached</b>     |
| 12.2 | Board Development Day 01.11.17                      | A Bruton Verbal                |
| 12.3 | Chair Evaluation 2016/17                            | I Young <b>S</b>               |
| 13   | NATIONAL REPORT                                     | Chair Verbal                   |
| 14   | FREEDOM OF INFORMATION ANNUAL REPORT                | A Williamson <b>T attached</b> |
| 15   | ANY OTHER COMPETENT BUSINESS                        |                                |
| 16   | DATE OF NEXT MEETING: 12 December 2017              |                                |
| 16.1 | <u>Upcoming Committee Dates</u>                     |                                |
|      | Academic Council                                    | 10.11.17                       |
|      | Policy & Resources Committee                        | 14.11.17                       |
|      | External Engagement Committee                       | 21.11.17                       |
|      | Audit & Risk Assurance Committee                    | 22.11.17                       |



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FOR INFORMATION			
Meeting	Board of Management 19.09.17		
Presented by	Ian Young		
Author/Contact	Marcus Walker	Department / Unit	Governance
Date Created	21.08.17	Telephone	Ext. 67048
Appendices Attached			
Disclosable under FOISA		No.	

#### **STRATEGIC PLANNING WORKING GROUP 18.08.17**

**1. PURPOSE**

As part of its strategic planning update, the Board of Management are asked to consider a draft minute from the second meeting of the Strategic Planning Working Group on 18 August.

**2. BACKGROUND**

The Strategic Planning Working Group was created by the Board on 02 May, to consider in further detail developments relating to the Edinburgh College Strategic Plan 2017-22.

**3. DETAIL**

See attached.

**4. BENEFITS AND REQUIREMENTS**

The Strategic Planning Working Group provides an appropriate forum for representatives of the Board and the Executive to discuss matters relating to the development of the Strategic Plan 2017-22.

#### **CONCLUSIONS/RECOMMENDATIONS**

The Board are asked to NOTE the Strategic Planning Working Group minutes.



**STRATEGIC PLANNING WORKING GROUP**  
**18 August 2017**  
**Milton Road, Boardroom**

<b>Members:</b>	Ian Young (Chair)	Neal Black	Bruce Cassidy
	Ian McKay	Fiona Riddoch	Judith Sischy
<b>In Attendance:</b>	Alex Craig	Marcus Walker (Clerk)	Richard Whetton

[illegible]

circulated to its members for comments prior to it going forward for Board approval.	
<b>4. Next Meeting:</b> Not applicable	

#### **ACTION POINTS / DECISION LOG**

<b>No.</b>	<b>Owner</b>	<b>Action</b>	<b>Open/ Closed</b>
1.	AC / RW	The Working Group agreed that an updated Blueprint, incorporating the comments of members, and the Strategic Plan 2017-22 should come forward to the Board on 19 September 2017 – for approval.	Closed
2.	AC / RW	The Working Group agreed that a finalised draft of the Blueprint would be circulated to its members for comments prior to it going forward for Board approval.	Open

FOR INFORMATION / DISCUSSION			
Meeting	Board of Management 19.09.17		
Presented by	Jonny Pearson		
Author/Contact	Jonny Pearson	Department / Unit	Executive
Date Created	12.09.17	Telephone	0131 297 8449
Appendices Attached			
Disclosable under FOISA		Yes.	

## RECRUITMENT AND RETENTION DASHBOARD

### 1. PURPOSE

This paper aims to provide the Board of Management with an updated overview of the College's performance against its AY 2016/17 recruitment and retention targets, and to highlight lessons learned over the past academic year.

Please note, the figures in this paper are accurate as of 12 September 2017.

### 2. BACKGROUND

For academic year 2016/17 the SFC set Edinburgh College an activity target of 186,028 credits. As part of the Activity Agreement, if the College achieves its HE credit target of 52,340, 2000 credits will be awarded to us through the ESF Developing Scotland's Young Workforce project.

### 3. DETAIL

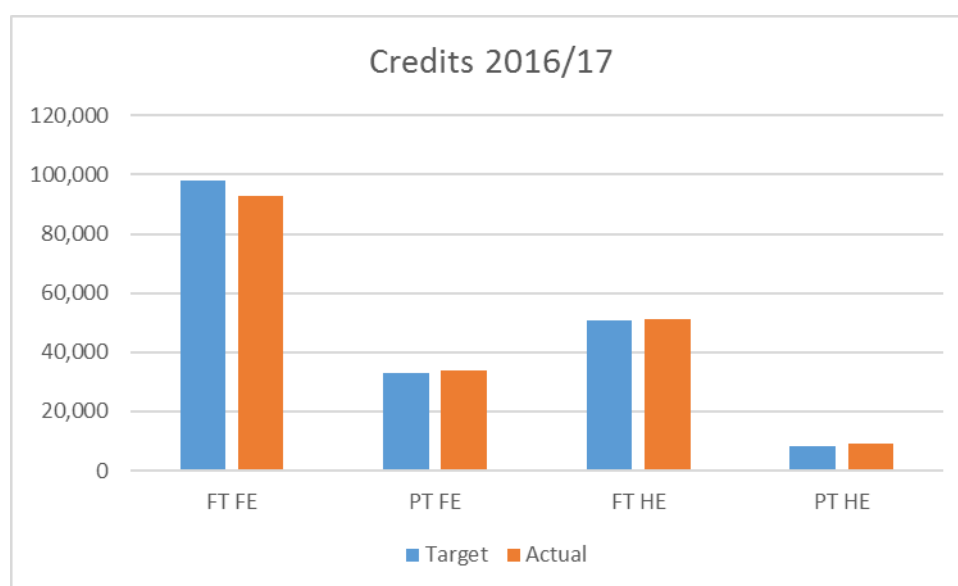
#### 3.1 2016/17 Recruitment & Credits

In AY 2016/17 we enrolled 19,569 unique students. This is 755 (4%) more than last year. For the first time since merger we have achieved (and now exceeded) our activity target. Our current credit position is **187,182** credits, and it is expected that our final credit position will be **188,071**.

More positive news from this picture is that we have achieved **60,191 HE credits**, undertaken a successful European Social Fund (ESF) audit and are, therefore, in a position to claim up to 341 more ESF credits should they become available. (£84k)

FT Projected		FT Actual		% Target
148,599		144,176		97 %
PT Projected		Semester 1 PT Actual		% Target
40,337		42,888		106 %

Our actual credit position versus full-year target is shown below:



In comparison to last year, our Early Retention figure has also shown a big improvement. In academic year 15/16 our average early withdrawal rate was 5.5 %, this year it is 4.5%. For the college to grow, this figure needs to improve further – our target for AY 2017/18 is to improve FT FE retention by 4%.

	Students Enrolled	Student WD before 1/11	WD %	WD % 15/16
FT FE	6,660	555	8.3 %	10.1 %
PT FE	9,011	213	2.3 %	2.5 %
FT HE	3,791	182	4.8 %	5.2%
PT HE	2,452	31	1.3 %	0.9 %

Our success in AY 2016/17 is because we both recruited and retained more students. Our future focus needs to be on Recruitment, Retention and Progression.

### 3.2 2017/18 Full-time Recruitment

The table below refers to applications for full-time courses starting August 2017:

	Projected Number of Students	Target Number of Students	Applications	Offers Made	Offers Accepted
<b>2016 / 2017</b>	9,004	10,007	17,400	9,829	9,207
<b>2017 / 2018</b>	9,365	11,798	18,231	10,242	9,726

To date we have enrolled **13,593** students, **9,384** are full-time which is a **9%** increase on this time last year.

The comparison of the current figures with the figures from 09 August 2016 show:

- 1.2% increase in the total number of applications received
  - Broadcast Media & Photography **+24%**, Health & Social care **+38%**, Childhood Practice **+22%**



- Social Sciences -25%, Hair & Beauty -10%, Music & Sound Production -5%
- Social Sciences is a planned reduction and expected. Hair and Beauty indicates changes to the curriculum are required (additional lower level provision needed). Music applications are on a slight down-ward trend but they are still on track to meet their target number of students
- 3 % increase in the number of offers made
  - Health & Social Care +47%, Broadcast Media & Photography +24%, Business & Finance +13%
  - Health and Social Care, Business & Finance and Broadcast Media are all growth areas for the region
- 0.2% decrease in the number of offers accepted
  - Social Sciences -26%, Hair & Beauty -10%, Sport & Fitness -9%
  - Social Sciences and Hair & Beauty reflect the drop in applications and reduction in provision in these areas. Sport & Fitness is slower than last year but they have 159 students invited for interview on August 15<sup>th</sup>.

### 3.3 Lessons Learned

Detailed analysis of 16/17 recruitment data showed that 7% of applicants who accepted an offer **did not enrol**:

- Offered 9,861 places
- Offers Accepted 9,748 places
- Enrolled 9,052 students

This equates to:

- 8.2% drop in places offered to students enrolled
- 7.1% drop in offers accepted to students enrolled

This analysis resulted in the following changes to the recruitment targets for AY 2017/18:

- 4% increase in projected number of students (*this is the number of students needed in class on 1<sup>st</sup> November to ensure we hit our credit target*)
- 18% increase in target number of students (*this is the number of students needed to accept offers to ensure we hit our credit target*)

## 4. BENEFITS AND OPPORTUNITIES

By evaluating last year's retention figures we have implemented changes designed to further improve our PI's for 2017/18. Constant analysis of comparative data has enabled us to make pro-active changes to the curriculum e.g. replacing poor recruiting programmes with additional occurrences of more popular provision and assess the effects of early withdrawal on student numbers

In AY 2016 / 2017 **664** full-time students were withdrawn before 01 November:

- 487 full-time FE students = 8,766 credits
- 177 full-time HE students = 2,655 credits
- 11,421 credits lost from students who had applied, accepted, enrolled and attended Edinburgh College.

Future actions to be taken forward include:

- Implement new Student Retention Policy
- Re-align LDT role to focus on retention
- Introduce enhance induction to Improve retention rates
- Engage with Scottish Government retention and attainment project and focus attention on following areas:
  - Built Environment 7.8%
  - Broadcast Media & Photography 8.9%
  - Automotive Engineering 8.2%
  - Social Sciences 10%
  - Hair and Beauty 8.7%

**5. STRATEGIC IMPLICATIONS**

The Board is responsible for the financial sustainability of the College. It is Good practice for the Board to monitor all areas of performance that can impact on the College's viability.

**6. RISK**

At the Risk Management meeting on 12 May 2017, the Chair of the Audit and Risk Committee noted that whilst there was an improvement in both Recruitment and Retention the risk score for each should remain the same.

**7. FINANCIAL IMPLICATIONS**

Bodies fundable by the SFC are required by the Financial Memorandum to deliver their outcome agreement. Failure to achieve targets agreed with the SFC may result in financial clawback.

**8. LEGAL IMPLICATIONS**

Not applicable.

**9. WORKFORCE IMPLICATIONS**

Not applicable.

**10. REPUTATIONAL IMPLICATIONS**

Achieving the activity target for the first time since merger is an extremely landmark and helps both Scottish Government and the SFC have confidence in the direction of travel of Edinburgh College.

**11. EQUALITIES IMPLICATIONS**

Not applicable.

**CONCLUSIONS/RECOMMENDATIONS**

The Board are asked to NOTE the information provided by the Assistant Principal (Recruitment & Retention).

<b>FOR INFORMATION / DISCUSSION</b>			
Meeting	Board of Management 19.09.17		
Presented by	Alan Williamson		
Author/Contact	Lindsay Towns	Department / Unit	Finance
Date Created	10.09.17	Telephone	-
Appendices Attached	<i>Appendix 1: Management Accounts to July 2017 (with commentary)</i>		
Disclosable under FOISA		Yes.	

## **MANAGEMENT ACCOUNTS TO JULY 2017**

- 1. PURPOSE**  
To provide the Board of Management with an update on the financial performance of the college.
- 2. BACKGROUND**  
The Board are asked to review the management accounts at each meeting, in order to assess the college's current financial position.
- 3. DETAIL**  
Contained within Appendix 1.
- 4. BENEFITS AND OPPORTUNITIES**  
The Board is responsible for the financial sustainability of the college, and it is considered good practice to monitor all areas of performance that can impact on the college's viability.
- 5. STRATEGIC IMPLICATIONS**  
Content inherent within strategic objectives.
- 6. RISK**  
Content assists monitoring college's financial performance.
- 7. FINANCIAL IMPLICATIONS**  
Inherent within content.
- 8. LEGAL IMPLICATIONS**  
Some content may cover legal issues.
- 9. WORKFORCE IMPLICATIONS**  
Some content may cover workforce issues.

**10. REPUTATIONAL IMPLICATIONS**

None.

**11. EQUALITIES IMPLICATIONS**

None.

**CONCLUSIONS/RECOMMENDATIONS**

The Board are asked to DISCUSS and NOTE the Management Accounts to July 2017.



## **FINANCIAL REPORT**

### **12 MONTHS TO JULY 2017**

#### **CONTENTS**

Report from Chief Operating Officer

1. Executive Summary
2. Credit Activity
3. Progress with the Transformational Plan and its alignment to the College's 2016/17 Budget
4. Income Analysis
5. Expenditure Analysis
6. Staff Cost Analysis
7. Trading Departments
8. Cash-flow
9. Balance Sheet
10. SFC Reporting
11. Key Performance Data

#### **Appendices:**

1. Income and Expenditure Account Summary and Detail.
2. Balance Sheet
3. Cash-flow

#### **DISTRIBUTION**

Executive Team  
Board of Management P&R Committee  
Senior Management Group

The following report provides an update on the financial position of  
Edinburgh College at 31<sup>st</sup> July 2017

## 1. EXECUTIVE SUMMARY

### Activity

	2016/17 Annual Budget		Actuals achieved @ 01/09/17	Due to be received
<b>GIA @ £218 per credit income</b>	£40,162,092		£40,162,092	-
Credit Target / achieved	184,028		184,028	-
<b>ESF @ £238.15</b>	£476,300		£476,300	-
ESF Credit target / achieved	2,000		3,114	-

- 1.1 The College has achieved (subject to final audit) its targeted credit level of 186,028, with actual credits achieved to date currently sitting at 187,142 credits. The ESF credits target of 2,000 has been exceeded by 1,114 credits.

### 1.2 Income and Expenditure

	<u>Revised</u> <u>Annual</u> <u>Budget</u> <u>£000s</u>	<u>Full</u> <u>Year</u> <u>Actuals</u> <u>£000s</u>	<u>Full</u> <u>Year</u> <u>Variance</u> <u>£000s</u>	<u>Full Year</u> <u>Actuals</u> <u>2015/16</u> <u>£000s</u>
Funding Council Grants	44,364	44,381	17	43,426
Transformational Support Grant	2,900	2,900	-	
Tuition Fees and Commercial & Other Income	16,930	15,483	(1,446)	16,479
Deferred Income	3,065	3,114	49	3,135
Exceptional Support Grants	560	1,800	1,240	0
<b>Total Income</b>	<b>67,819</b>	<b>67,678</b>	<b>(140)</b>	<b>63,040</b>
Staff Costs	45,552	45,021	531	45,745
Other Costs	17,134	15,743	1,391	16,298
Depreciation	5,487	5,289	198	5,992
Exceptional Support Costs	560	1,800	(1,240)	0
<b>Total Expenditure</b>	<b>68,733</b>	<b>67,853</b>	<b>880</b>	<b>68,035</b>
<b>Operating (Deficit) (pre pension revaluation adjustment)</b>	<b>(914)</b>	<b>(175)</b>	<b>739</b>	<b>(4,995)</b>

- 1.3 The operating position to July shows a deficit of £175k, which equates to a total favourable variance of £0.7m in comparison to the revised budget deficit for the year of £0.9m (which includes the effect of transformational plan funding of £2.9m received in March 2017 from the SFC). This excludes the effect of the pension actuarial revaluation which is not yet available, but will be shown in the College's annual accounts.

The operating deficit for the year settled £0.3m lower than the June forecast of £0.45m deficit, mainly due to improvements in managing agents income, and tightening of year end expenditure in examination fees, ICT costs (print contract), catering costs, travel (International 'Homestays') and professional fees. This movement also reflects Department Heads being more cautious with

their forecasts pending confirmed annual figures on the completion of contracts and the issuing of final invoices.

Significant efforts were made throughout the year to curtail costs which were not a priority to deliver credit related activity and had little adverse effect on the student experience.

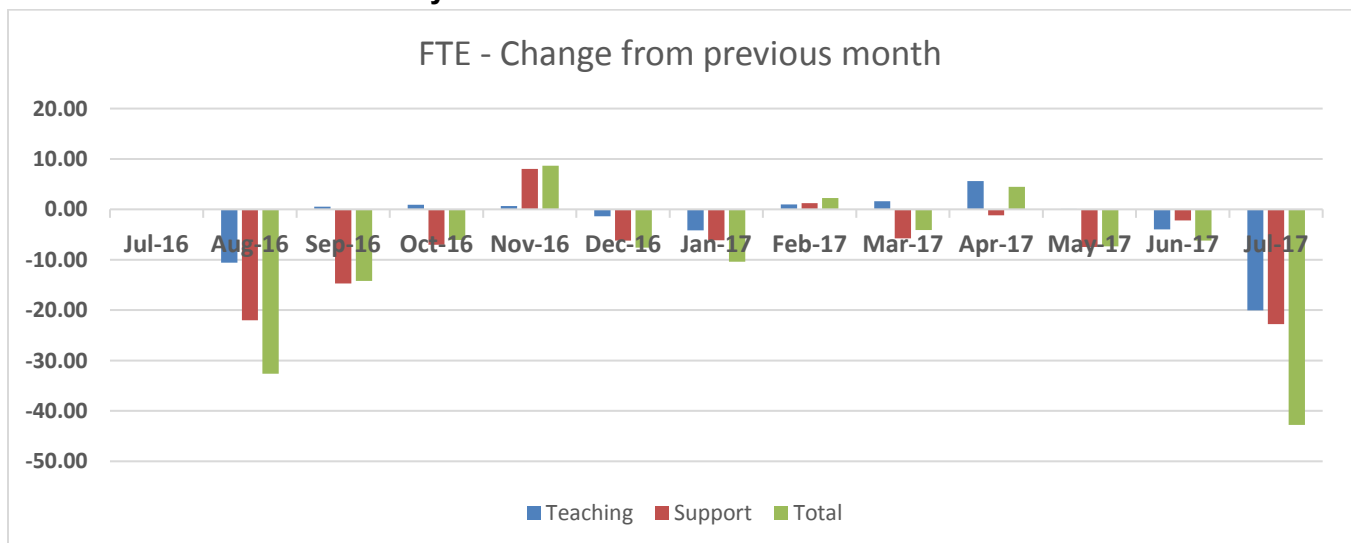
- 1.4 Total income for the year is £67.7m, which includes further VS support from the SFC of £1.2m. Excluding VS support Total income settled £1.3m less than budget largely due to a net shortfall in tuition fee income. Total expenditure for the year settled at £67.9m, which is £1.9m lower than budget due to savings of £0.5m within staffing together with net underspends and efficiency savings of £1.4m within other operating expenditure and depreciation. This excludes the additional funded costs of £1.2m for VS.
- 1.5 The year-end out-turn incorporates pay-awards for lecturing, support, curriculum leaders and management staff (for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> July 2017). It also includes the movement in the untaken annual leave provision, accruals for late additional hours claims, accrued strain costs in relation to VS scheme 3 and non-recoverable nursery write-offs of £90k (following the detailed performance review). The SFC pay award support (£186k received in July) has been excluded from the above figures as it forms part of the 2017/18 academic year Income & Expenditure budget.

#### 1.6 Staff (Full Time Equivalent)

FTE	31/07/16	31/07/17	Other movement	VS reduction
Teaching	503.6	473.8	16.2	(46.0)
Support	634.2	548.0	(33.4)	(52.8)
	1,137.8	1,021.8	(17.2)	(98.8)

The large decrease in FTE staff over the course of 2016/17 comprises a permanent reduction in staffing (33 FTE in relation to the phase 1 VS scheme, 26 FTE in relation to phase 2, 39.8 FTE in relation to phase 3, and 4.6 gross FTE from the transfer of staff to SRUC). Staff numbers have fallen by 4.0 FTE (excluding VS leavers) in July, following the completion of fixed term contracts and the end of additional teaching hours.

**FTE Staff movements by month are shown below:**



## 1.7 Cash Position

Opening Cash	Year-end cash	Comments
01/08/2016	31/07/2017	Our cash balance includes £1.8m of student support funds. The balance is also higher than forecast due to the receipt of £2.2m of CEEP grant funds in July (with associated expenditure largely due in September), coupled with VS3 support funds received ahead of payment (£0.2m) and lower than projected capital and operational expenditure outflows (partly due to timing differences, and partly as a by-product of an improvement in the out-turn deficit).
£'m.	£'m.	
2.0	4.8	

## 1.8 Capital Expenditure

Opening Fixed Assets	Additions YTD	Depreciation	Closing Fixed Assets	Comments
01/08/2016	31/07/2017	31/07/2017	31/07/2017	Additions to date wholly relate to 2016/17 capital funding (which ended in March). The SFC has confirmed our capital allocation for the 2017/18 financial year (which commenced on 1 <sup>st</sup> April 2017) and is available for drawdown (on a matching spends basis) – it stands at £2.3m in total (£1.1m has been assigned for capital works priorities, and £1.2m has been set aside for estates maintenance and facilities costs).
£'m.	£'m.	£'m	£'m.	
150.2	1.5	(5.3)	146.4	

## 1.9 Underlying Operating Result

	Actual 2015-16	Actual 2016-17	Budget 2017-18
As per SFC Measurement basis	£000	£000	£000
<b>Deficit (2015/16 per Annual accounts)</b>	<b>(7,035)</b>	<b>(175)</b>	<b>(515)</b>
<b>Add:</b>			
Depreciation net of deferred capital grant release	2,862	2,192	2,059
Non-cash pension adjustments (not included in deficit -2016/17 and 2017/18)	2,185	0	0
<b>Deduct:</b>			
Revenue funding allocated to loan repayments	1,512	1,548	1,452
<b>Underlying operating result</b>	<b>(3,515)</b>	<b>469</b>	<b>92</b>

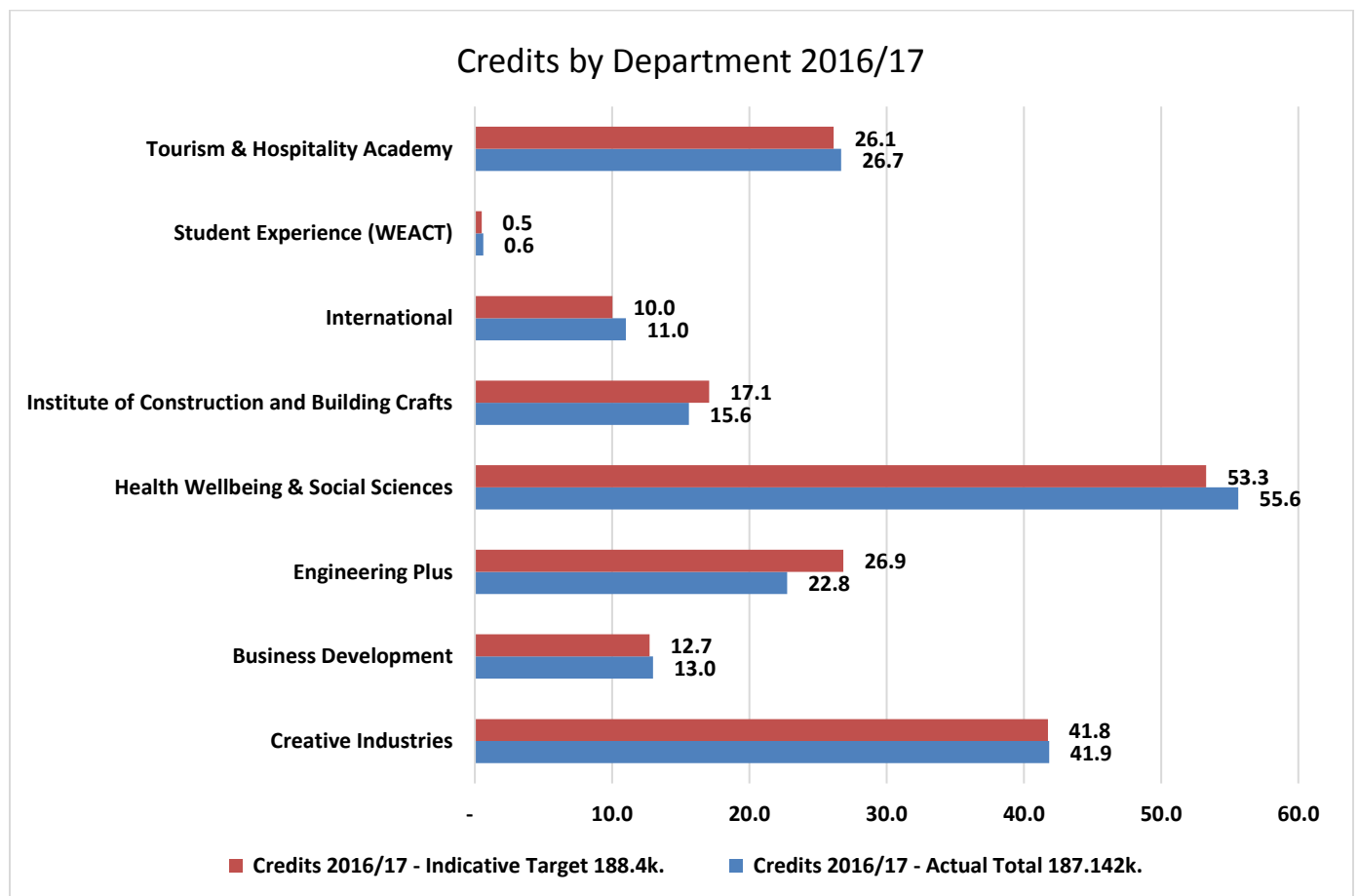
The College's underlying operating position, a new measure recently recommended by Audit Scotland, shows a surplus of £469k for 2016/17, and a forecast surplus of £92k for 2017/18.



## 2. CREDIT ACTIVITY

- 2.1 The SFC set Edinburgh College's 2016/17 core activity target at 184,028 credits. This target which also incorporates the HE credit target of 52,340, has been achieved (subject to year-end audit). A further 2,000 credits target through the ESF Developing Scotland's Workforce 2016/17 has been exceeded by 1,114 credits (total 3,114 credits).
- 2.2 Enrolment figures for semester 1 settled at 169,898 credits, 1% behind the semester 1 target of 171,528 credits. An enhanced semester 2 portfolio of circa 17,000 credits was implemented to attract more students to cover the semester 1 credits gap, with a particular focus on Construction, Dental Nursing, Pharmacy, Childhood Practice, STEM and ECDL courses. This plan succeeded, showing 17,244 credits achieved to date for semester 2 (and 187,142 credits in total for the year).
- 2.3 Retention rates show a positive year on year improvement. In the 2015/16 academic year the early withdrawal rate was 5.5%, whilst the 2016/17 figure is 4.6%. The Semester 2 rate at 2.5% (prior year 5.7%) was particularly positive.

The "Credits by Department" table (below) shows a comparison of faculty performance for the year against full year targets (funded level 186k credits, target 188k credits).



The target above at circa 188k credits is higher than the College's funded target of 186k credits (including ESF credits) to provide headroom for withdrawals and audit.


### 3. PROGRESS WITH THE TRANSFORMATION PLAN AND ITS ALIGNMENT TO THE COLLEGE'S 2016/17 BUDGET

- 3.1 Following an under-achievement of its credit target in 2015/16, the College published in April 2016 a Business Transformation Plan which outlined a sustainable business model for the future. This contains four programmes (financial sustainability, curriculum relevance, workforce development, and student recruitment & retention) which provides a framework to enable Edinburgh College to show operational improvements. The programmes and associated projects were developed through a highly consultative exercise, are evidence based, and provide clear rationale for implementation. The College set a £3.8m deficit budget for 2016/17, in line with the transformation plan agreed with the SFC. The 2016/17 budget incorporated recurring cost reductions of over £1.2m from the previous year.
- 3.2 The College's Budget for 2017/18 also aligns with the 3-year Business Transformation Plan. Latest forecasts show a break even position from 2018/19.

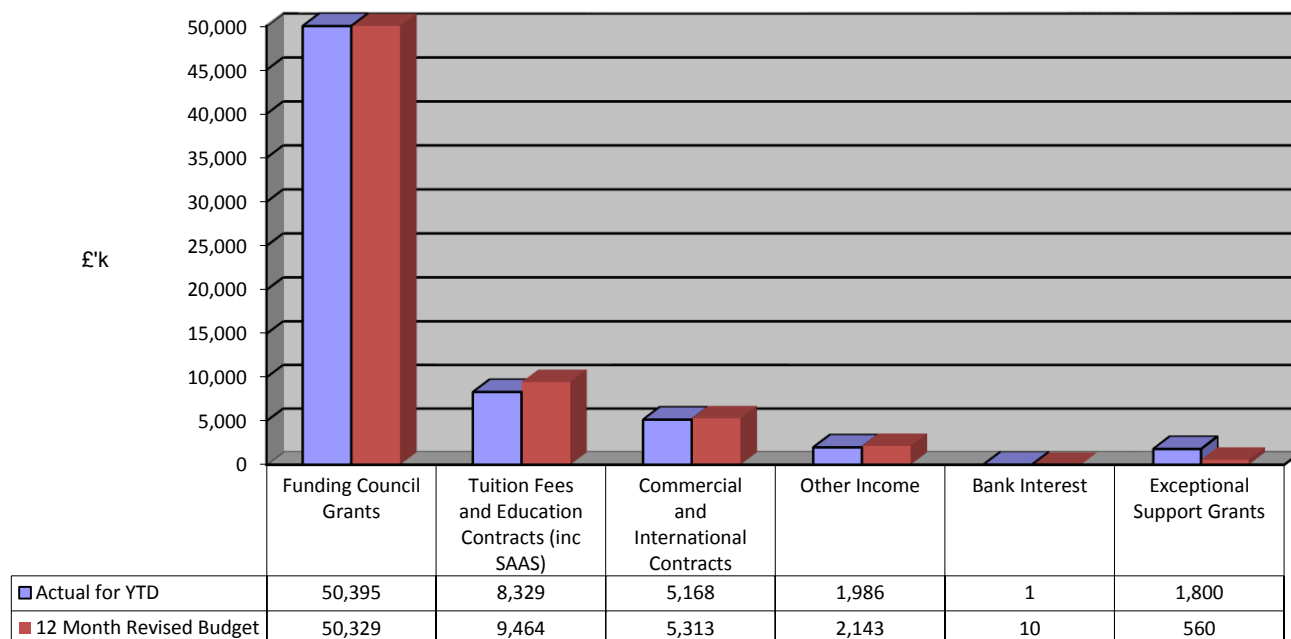
Savings for future starting budgets	For Academic Year 2015/16	For Academic Year 2016/17	For Academic Year 2017/18
	£'m	£'m	£'m
Voluntary Severance 1	1.03m		-
Voluntary Severance 2	-	0.76m	-
Voluntary Severance 3		2.46m	
Voluntary Severance 4			0.35m
Non-Pay costs		0.38m	0.45m
<b>Transformation Plan</b>	<b>1.03m</b>	<b>3.60m</b>	<b>0.80m</b>
Achieved to date:			
Voluntary Severance 1	1.07m		-
Voluntary Severance 2	-	0.77m	-
Voluntary Severance 3		1.71m	
Other Staff Cost Savings		0.53m	
Non-Pay costs		0.81m	-
<b>Total Achieved</b>	<b>1.07m</b>	<b>3.82m</b>	<b>-</b>

- 3.3 The 'total achieved' figures are only included when cost reductions have been agreed. Work remains on-going within curriculum and support areas towards identifying future cost savings. Recurring savings have been incorporated into the 2017/18 budget and five year financial plans.
- 3.4 Non-pay supplies and services contracts continue to be monitored. To date savings from a new print contract (centralization of print services) will equate to £138k per annum (for the next 5 years), whilst savings from a renegotiated contract with ISS will save £200k per annum (for the next 2 years). Further savings across the College were also released during 2016/17.
- 3.5 The College had a successful Phase 1 voluntary severance scheme, showing an improvement of £0.03m against plan in 2016/17, and £0.22m improvement. Phase 2 closed at the end of November 2016 and delivered savings of net £0.77m, following recycling of £0.23m savings to increase academic capacity within the curriculum. Phase 3 was completed in May 2017 and will deliver £1.71m of recurring savings (£0.3m short of the 2017/18 target). During 2016/17, £0.4m of staff cost savings were realized from relinquished vacancies; these savings are being used to cover the apprenticeship levy (£0.24m) and incremental pay drift (£0.16m) in the 2017/18 budget.

#### 4. INCOME ANALYSIS

Income Expanded Account Detail for the 12 Months to 31st July 2017 (Ex Core SFC Grants)						
 For the future you want	<u>Original</u>	<u>Revised</u>			<u>YTD</u>	<u>Previous</u>
	<u>Annual</u>	<u>Annual</u>	<u>YTD Budget</u>	<u>YTD Actuals</u>	<u>Variance</u>	<u>YTD</u>
	<u>Budget</u>	<u>Budget</u>				
	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>
<b>4. Income Analysis</b>						
<b><u>Tuition Fees &amp; Education Contracts</u></b>						
FE - UK & EU	1,401	140	140	113	(27)	127
HE - UK & EU		339	339	344	5	347
PT Self Payers		922	922	704	(218)	762
Examination Fee Income		0	0	30	29	57
SAAS	4,238	4,238	4,238	3,975	(263)	3,865
Associate Degree Fees	1,198	1,198	1,198	906	(292)	1,106
Managing Agents	1,362	1,362	1,362	1,482	120	1,502
Edinburgh Council - Pre Emp Contract	1,265	1,265	1,265	775	(490)	1,362
	9,464	9,464	9,464	8,329	(1,135)	9,129
<b><u>Commercial &amp; International</u></b>						
International	1,350	1,350	1,350	1,348	(2)	1,301
SDS	600	600	600	590	(10)	599
EH15 and The Apprentice Restaurants	53	53	53	71	18	105
Bliss SPA and Employability Salons	120	120	120	121	1	119
Gym	338	337	337	308	(30)	328
Nursery	1,050	1,050	1,050	905	(145)	996
Residences	590	590	590	612	22	708
Access Centre Provision	130	130	130	151	21	127
Bespoke Contracts for Employers	1,052	667	667	566	(101)	604
Scheduled Short Courses	30	416	416	498	82	437
Other European Income				0	0	23
	5,313	5,313	5,313	5,168	(145)	5,346
<b><u>Other Income</u></b>						
Catering	1,879	1,879	1,879	1,424	(455)	1,563
Other Income Generating Activities	230	265	265	562	297	430
	2,108	2,143	2,143	1,986	(157)	1,994
<b><u>Endowment &amp; Investment</u></b>						
Bank Interest	10	10	10	1	(9)	11
	10	10	10	1	(9)	11
<b>Exceptional Support Grants</b>		560	560	1,800	1,240	
<b>TOTAL INCOME (EX CORE SFC GRANTS)</b>	<b>16,895</b>	<b>17,490</b>	<b>17,490</b>	<b>17,283</b>	<b>(206)</b>	<b>16,479</b>

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



- 4.1 Total income for the year is £67.7m which includes £1.8m of VS funding support (matched by expenditure), and £2.9m of transformational plan support grant.

Total SFC grant income (excluding deferred capital releases) settled the year at £47.3m, slightly ahead of its full year budget following the achievement of our SFC credit targets, and the receipt of small additional grants in relation to further Gaelic Small Cohorts activity.

Net tuition fees (primarily SAAS, PT courses, associate degrees and self-payers) excluding educational contracts settled the year £0.8m below budget, although on a positive note, managing agents' activity finished the year £0.1m higher than budget, due to improved budget performance within CITB, SELEX and SNIPEF contracts.


Income from the IES educational contract settled the year at £0.8m, which is £0.5m lower than full year budget. Contractual matters (together with projections of forthcoming outcomes), remain under discussion with our partners and, for prudence, the out-turn for 2016/17 excludes any income still to be invoiced relating to this activity. The full year adverse position for this contract was partly offset by savings within associated partnership payments which approximate to about 40% of the total activity.

- 4.2 Commercial and international income finished the year at £5.2m which is £0.15m below budget but broadly in line with forecast. Within commercial activities, there were positive performances against budget within scheduled short courses (+£82k) and residencies (+£22k). This was offset by adverse movements in the nursery (-£145k) and other bespoke contracts (-£101k). The nursery shortfall is partly mitigated by net savings within associated nursery expenditure of £65k.

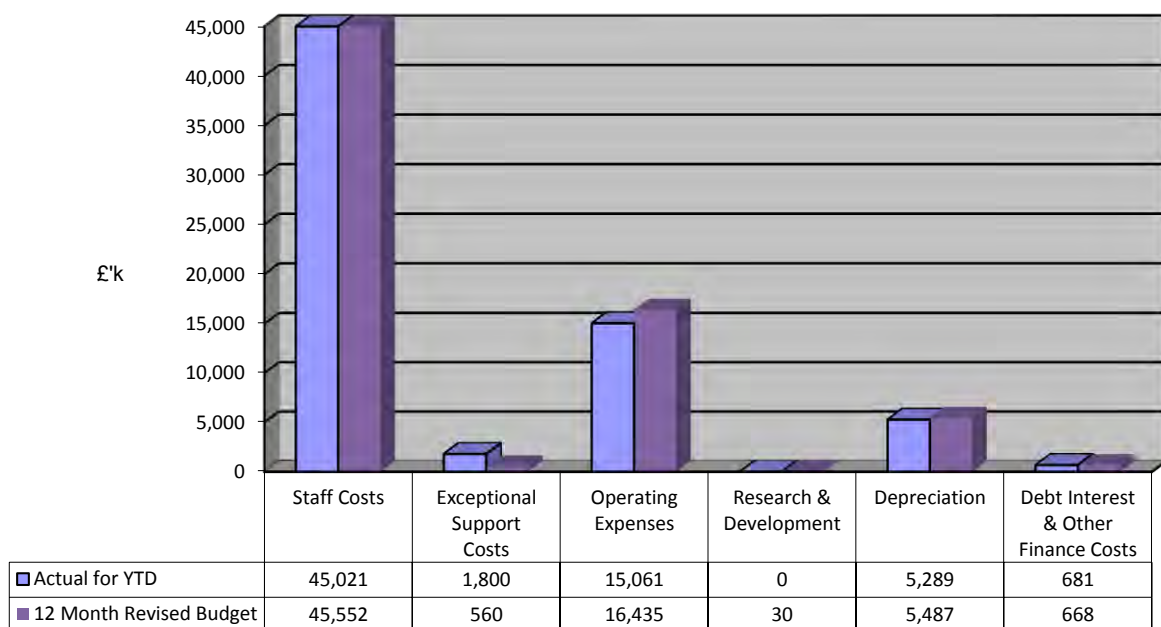
International income settled the year at £1.35m (in line with target).

- 4.3 Catering income settled the year at £1.4m, which is £0.5m below full year budget but is largely offset by savings across associated catering budgets (including staffing). Other income generating activities settled the year at £0.3m higher than budget, which was largely influenced by secondments, mast rentals and the hiring of facilities.
- 4.4 The trading positions for both the catering and nursery facilities, together with reasons for the full year shortfalls within income, corresponding mitigation and future development are shown in paragraph 7.

## 5. EXPENDITURE ANALYSIS

 For the future you want	Total Expenditure (Non-Staffing) Account Detail for the 12 Months to 31st July 2017					
	Original Annual Budget	Revised Annual Budget	YTD Budget	YTD Actuals	YTD Variance	Previous YTD
	£000s	£000s	£000s	£000s	£000s	£000s
<b>Other Operating Expenses</b>						
Premises	5,081	5,085	5,085	4,831	255	5,045
Teaching Activity & Support	912	851	851	968	(117)	844
Childcare Costs	1,500	1,500	1,500	1,516	(15)	1,523
Transport Costs	45	83	83	72	11	58
IT Costs	1,196	1,095	1,095	994	101	1,197
Telecomms Costs	201	180	180	181	(1)	186
Equipment	51	33	33	29	4	92
Health & Safety	89	70	70	62	8	92
Travel & Subsistence	523	518	518	406	112	542
Admin Costs	246	209	209	196	13	281
Corporate, Consultancy, Professional	1,146	1,284	1,284	898	385	935
Staff Welfare	16	16	16	14	2	14
Catering	1,337	1,355	1,355	1,008	347	1,150
Training & Development	113	113	113	81	32	65
VAT	1,480	1,633	1,633	1,632	0	1,547
Marketing & PR	215	203	203	206	(2)	171
Partnership Costs	560	560	560	445	115	551
Overseas Agents Commission	148	148	148	132	16	52
Registration & Exam Fees	1,351	1,361	1,361	1,252	109	1,279
Bad Debts	48	139	139	139	(0)	53
	16,256	16,435	16,435	15,061	1,373	15,677
<b>Depreciation for the year</b>	5,487	5,487	5,487	5,289	198	5,992
<b>Debt Interest &amp; Other Finance Costs</b>						
Interest On Bank Loans	623	623	623	615	8	641
Other Finance Charges	35	46	46	66	(21)	(44)
	658	668	668	681	(12)	598
<b>Research &amp; Development</b>	30	30	30		30	23
<b>Exceptional Support Costs</b>		560	560	1,800	(1,240)	
<b>TOTAL EXPENDITURE (NON-STAFFING)</b>	<b>22,431</b>	<b>23,181</b>	<b>23,181</b>	<b>22,832</b>	<b>348</b>	<b>22,290</b>

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



- 5.1 Total expenditure for the year is £67.9m which includes £1.8m of VS costs (matched by income). The favourable variance against budget for the year includes an underspend of £0.5m within staff costs, plus a number of positive variances within other operating expenditure totaling a net £1.4m.

Favourable movements were noted within catering costs (including curriculum) of £0.34m (which partly offsets lower full year catering income), premises expenditure of £0.25m (lower gas, water, electricity and building rental costs), ICT costs of £0.1m (print contract savings) and exam fees of £0.1m (due to changes in the mix of examinations taken but also due to the better management of data impaction on fees). Travel and subsistence expenditure is lower than budget (£0.11m) due to lower contract costs of accommodation for International students. As mentioned in paragraph 4.1 above the IES educational contract associated partnership costs were lower due to reduced activity by £0.12m.

Other Operating costs also include an increase in provision for VAT associated with the Lennartz agreement (£0.15m), and a write-off associated with the review of the Nursery (£0.1m - see paragraph 7.2 below). A proportion of both these amounts relate to prior years.

Corporate & consultancy costs are lower than budget by £0.38m as a result of efficiency savings. These favourable variances were partly offset by an overspend within teaching activities of £0.12m. Most other expenditure lines settled the year broadly in line with expectations.

- 5.2 Full year depreciation charges of £5.3m (2015/16: £6m) have been released from our fixed assets to reflect their economic use and any associated impairment.
- 5.3 The enhanced pension provision cost of £0.1m is the result of the effects of interest rate changes (£0.25m increase) more than offsetting the reduction in cost due to fewer members being paid.

## 6. STAFF COST ANALYSIS

- 6.1 Funding and costs of the first phase of the voluntary severance scheme (VS) including self-funded costs of Senior Management VS (£341k) and strain costs of (£15k) were included within the 2015/16 academic year although those affected by the scheme left the College between August and October 2016.

Staffing for the 2016/17 academic year settled at £45.02m, in line with forecast and £0.5m below full year budget. This figure incorporates pay-awards for lecturing, support, curriculum leaders and management staff for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> July 2017. It also includes an accrued untaken annual leave provision, accruals for additional hours claims (to cover absences), and accruals for strain costs in relation to the recent VS 3 scheme. These items have been offset by the favourable effects of lower than envisaged temporary and agency staff costs, vacancy churn, delayed recruitment, unfilled vacant posts and use of the staff bank.

Staffing Expenditure Account Detail for the 12 Months to 31st July 2017						
	<u>Original Annual Budget</u>	<u>Revised Annual Budget</u>	<u>YTD Budget</u>	<u>YTD Actuals</u>	<u>YTD Variance</u>	<u>Previous YTD</u>
	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>	<u>£000s</u>
<b>Staff Costs</b>						
Senior Management	1,793	1,824	1,824	1,854	(29)	1,935
Academic Departments	23,036	22,792	22,792	22,568	224	23,161
Academic Services	4,171	4,457	4,457	4,222	235	4,360
Admin & Central Services	12,638	12,578	12,578	12,129	450	12,402
Premises	1,120	1,123	1,123	1,186	(64)	1,169
Catering & Residences	957	957	957	1,050	(92)	888
Temporary, Agency & Staff Bank Costs	1,108	1,126	1,126	1,176	(49)	1,200
Other Staffing Expenditure	694	694	694	837	(143)	630
	45,517	45,552	45,552	45,021	531	45,745

- 6.2 The apprenticeship levy came into effect on 1<sup>st</sup> April 2017 and added £0.05m to 2016/17 staffing expenditure (£0.25m of budgetary cover has been incorporated into the full year budget for 2017/18).
- 6.3 Staff numbers show a decrease of 42.8 FTE from last month (including 38.8 FTE in relation to phase 3 of the VS scheme), and an overall decrease of 116 FTE from the start of the year.



## 7. TRADING DEPARTMENTS

	Catering			Nursery		
	YTD Jul 2017			YTD Jul 2017		
	Full Year Budget (£000)	YTD Revised Budget (£000)	Full Year Actuals (£000)	Full Year Budget (£000)	YTD Revised Budget (£000)	Full Year Actuals (£000)
Income	1,879	1,879	1,424	1,050	1,050	905
Staffing Expenditure	(1,114)	(1,114)	(1,063)	(1,026)	(1,026)	(1,036)
Non Staffing Expenditure	(791)	(791)	(493)	(184)	(184)	(109)
Net (Deficit) Contribution Towards Associated Costs	(27)	(27)	(133)	(160)	(160)	(240)

- 7.1 The cross-campus catering facilities have generated total revenue for the year of £1.4m. This is £0.45m below budget and is primarily due to lower footfall throughout the year compared to target. Although reduced costs have partly alleviated the position, the deficit is still £0.1m higher than budget.
- 7.2 The Nursery reported a net operating deficit for the year of £0.24m, which was due to lower than planned recruitment, and an inefficient service delivery.

A 'Best Value Review' was recently undertaken to establish reasons for the declining trend in the performance of the nursery over the past 2-3 years. The Head of Estates Services led this review, supported by the Head of Finance and an external partner with experience in nursery provision. The scope of the review covered a number of areas, but in particular:

- Achieving target child numbers and scope for improvement,
- Efficiency of staff utilized across rooms,
- Financial performance and how to progress towards a break-even financial position.

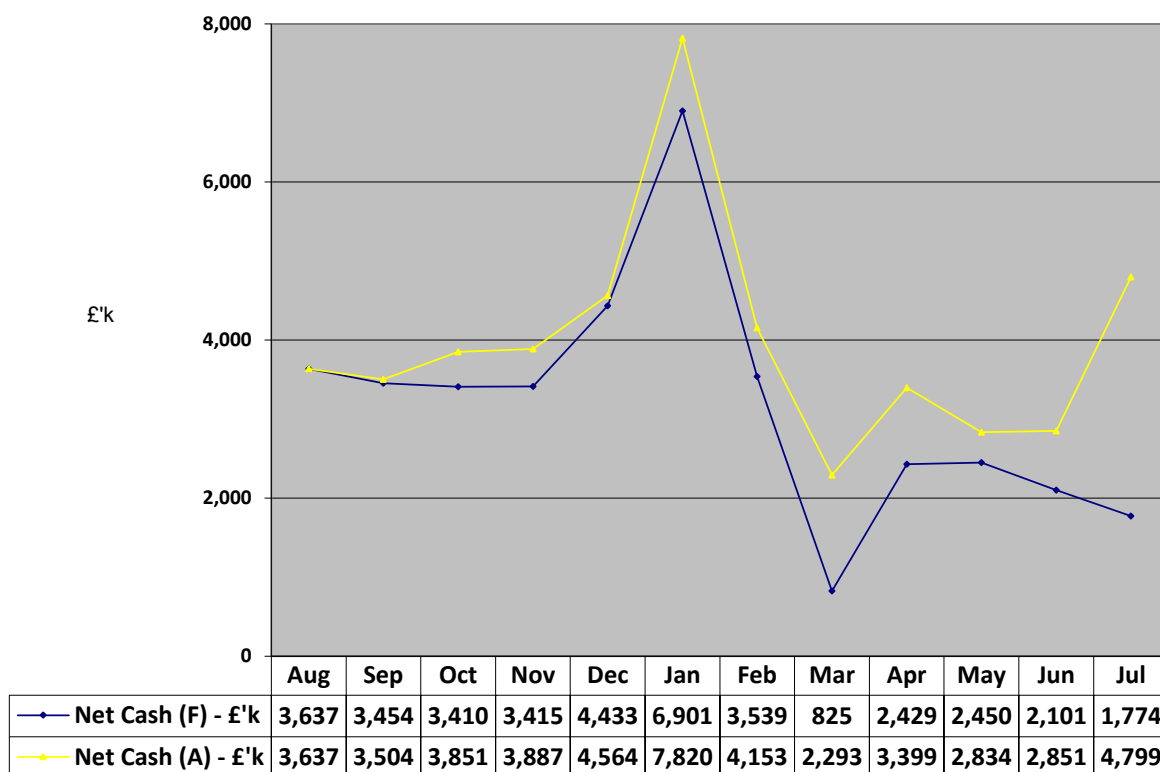
Implementation of the recommendations commenced in May and will positively affect the 2017/18 budget by circa £150k of savings compared to 2016/17. Marketing campaigns will also remain in place to increase our intake for the 2017/18 session.

Part of this review revealed inadequate debt collection practices by nursery staff using outdated nursery management software. New experienced staff under the supervision of the finance department have now taken over this function, putting in place new documented procedures. New nursery management software is also being implemented. Bad debt costs in the detailed I&E statement include £90k of costs relating to the last four years that are the result of the nursery independently writing off debts, and incorrectly invoicing customers that were not reflected in the College ledgers.

## 8. CASH-FLOW

- 8.1 Our year-end cash position sits at £4.8m. This figure includes £1.8m of student support funds. The balance is also higher than forecast due to the receipt of £2.2m of CEEP grant funds in July (with associated expenditure largely due in September), coupled with VS3 support funds received ahead of payment (£0.2m) and lower than projected capital and operational expenditure outflows (partly due to timing differences and partly as a by-product of an improvement in the out-turn deficit).
- 8.2 The year-end balance of student support funds is largely driven by an underspend of funds in the 2016/17 academic year. This amount will be recovered by the SFC during the 2017/18 academic year, in line with the treatment of the 2015/16 underspend (which amounted to £1.7m) this year. This will have no effect on the allocation of funds for 2017/18.
- 8.3 The chart below shows the forecast (blue) cash position through the year compared to the actual (yellow) cash position. The main dispersion in July is explained in paragraph 8.1.

**Cash Position - Forecast versus Actuals to July 2017**



## 9. BALANCE SHEET

<b><u>Balance Sheet as at 31 Jul 2017</u></b>		<b><u>As at 31 Jul 17</u></b>	<b><u>As at 31 Jul 16</u></b>	<b><u>YTD Mvmt</u></b>
		<b><u>£'000</u></b>	<b><u>£'000</u></b>	<b><u>£'000</u></b>
Fixed Assets	Land and Buildings	139,276	142,547	(3,271)
	Fixtures, fittings and Equipment	7,162	7,633	(471)
		<u>146,438</u>	<u>150,179</u>	<u>(3,741)</u>
Current Assets	Stock	136	122	14
	Debtors	1,978	2,645	(667)
	Cash - Main	2,937	1,287	1,650
	Cash - Student Support	1,862	704	1,158
Total		<u>6,913</u>	<u>4,758</u>	<u>2,155</u>
Creditors		(80,515)	(81,605)	1,090
Provisions		(30,148)	(30,368)	220
		<u>42,688</u>	<u>42,965</u>	<u>(277)</u>
Funded by:				
Reserves		42,688	42,965	(277)
		<u>42,688</u>	<u>42,965</u>	<u>(277)</u>

- 9.1 The movement in Fixed Assets and Cash is reviewed in the sections above. At the end of July, debtors include trade amounts of £1.1m and £0.9m of prepayments and accrued income (including managing agents and international student fees) which will be settled / released in August. We continue to actively chase all debtors for outstanding payments. The decrease in creditors largely relates to a release of deferred capital grants (to match corresponding depreciation flows).

## 10. SFC REPORTING

- 10.1 The first Resource Return for 2017/18 was submitted in early July, incorporating figures for quarter 1 and a full year forecast. There has been no additional returns since the June 2017 management accounts commentary.

## 11. KEY PERFORMANCE DATA

Financial Performance Monitoring Template							
	2015/16 Annual Target	2015/16 Revised Annual Target		2016/17 Annual Target	2016/17 Annual Out-turn	Year- End Variance	2015/16 Year- End
Credits	195,452	186,258		184,028	184,028	-	180,144
Credits ESF	4,806	2,000		2,000	3,114	1,114	-
	2015/16 Annual Budget	2016/17 Annual Budget	Revised Annual Budget	2016/17 YTD Budget	2016/17 Annual Out-turn	YTD Variance	2015/16 Year- End
	£k	£k	£k	£k	£k	£k	£k
Commercial & International Contracts	5,377	5,313	5,313	5,313	5,168	(145)	5,346
Refer sections 2 to 5							
Income	67,216	64,134	67,819	67,819	67,678	(140)	63,040
Expenditure	67,840	67,948	68,733	68,733	67,853	880	68,035
Operating Surplus / (Deficit) pre SSAP24	(624)	(3,814)	(914)	(914)	(175)	739	(4,995)
Refer sections 6 to 7							
Net Cash Inflow / (Outflow)	941	(452)	(452)	(452)	2,808	3,260	(1,120)
Bank Balance	4,052	1,539	1,539	1,539	4,799	3,260	1,991
Fixed Assets	150,716	145,409	145,409	145,409	146,438	1,029	150,179
Net Current assets / (liabilities)	631	(9,417)	(6,517)	(6,517)	(6,659)	(142)	(7,339)
Creditors and Provisions	(101,215)	(97,538)	(97,538)	(97,538)	(97,091)	447	(99,875)
Net Assets	50,132	38,454	41,354	41,354	42,688	1,334	42,965
Pay costs % of Income	% 67.2	71	67.2	67.2	66.5	0.7	72.6
Current Ratio	1.1	0.47	0.47	0.47	0.51	(0.4)	0.39
Cash Days in Hand	4	(37)	(37)	(37)	(39)	(2)	(43)
Borrowings as % of reserves	% 10.0	10.6	10.6	10.6	10.7	(0.1)	10.3

**I&E Account for the 12 Months to 31st July 2017**

	<b>Original Annual Budget £000s</b>	<b>Revised Annual Budget £000s</b>	<b>YTD Budget £000s</b>	<b>YTD Actuals £000s</b>	<b>YTD Variance £000s</b>	<b>Previous YTD £000s</b>	<b>Year End Projection at June 2017 £000s</b>	<b>Difference between projection at end June 2017 and final out- turn £000s</b>
Funding Council Grants	43,374	43,564	43,564	43,581	17	42,626	43,583	(2)
Transformation Plan Support Grant	0	2,900	2,900	2,900	0	0	2,900	0
Deferred Capital Grant Releases	3,065	3,065	3,065	3,114	49	3,135	3,140	(26)
Debt Support Grant	800	800	800	800	(0)	800	800	(0)
Tuition Fees and Education Contracts (inc SAAS)	9,464	9,464	9,464	8,329	(1,135)	9,129	8,577	(248)
Commercial and International Contracts	5,313	5,313	5,313	5,168	(145)	5,346	5,187	(19)
Other Income	2,118	2,153	2,153	1,986	(167)	2,005	2,031	(45)
Exceptional Support Grants	0	560	560	1,800	1,240	0	685	1,115
<b>Total Income</b>	<b>64,134</b>	<b>67,819</b>	<b>67,819</b>	<b>67,678</b>	<b>(140)</b>	<b>63,040</b>	<b>66,903</b>	<b>775</b>
Staff Costs	45,517	45,552	45,552	45,021	531	45,745	45,035	14
Other Operating Expenses	16,256	16,435	16,435	15,061	1,374	15,677	15,613	552
Depreciation	5,487	5,487	5,487	5,289	198	5,992	5,332	43
Debt Interest & Other Finance Costs	658	668	668	681	(12)	598	678	(2)
Research & Development	30	30	30	0	30	23	10	10
Exceptional Support Costs	0	560	560	1,800	(1,240)	0	685	(1,115)
<b>Total Expenditure</b>	<b>67,948</b>	<b>68,733</b>	<b>68,733</b>	<b>67,853</b>	<b>880</b>	<b>68,035</b>	<b>67,354</b>	<b>(499)</b>
<b>Operating Surplus / (Deficit)</b>	<b>(3,814)</b>	<b>(914)</b>	<b>(914)</b>	<b>(175)</b>	<b>739</b>	<b>(4,995)</b>	<b>(451)</b>	<b>276</b>
SSAP24 Enhanced Pension Provision Charge				102	(102)	356	102	
<b>Operating Surplus / (Deficit) post SSAP24 enhanced pension provision charge</b>	<b>(3,814)</b>	<b>(914)</b>	<b>(914)</b>	<b>(277)</b>	<b>637</b>	<b>(5,351)</b>	<b>(553)</b>	<b>276</b>
<b><u>Statement of Historical Cost Surpluses and Deficits for the 12 Months to 31st July 2017</u></b>								
<b>Operating Surplus / (Deficit)</b>	<b>(3,814)</b>	<b>(914)</b>	<b>(914)</b>	<b>(175)</b>	<b>739</b>	<b>(4,995)</b>	<b>(451)</b>	<b>276</b>
Difference between historical cost depreciation and actual revaluation charge for the period	612	612	612	623	(11)	625	612	(11)
<b>Historical Cost Surplus / (Deficit)</b>	<b>(3,202)</b>	<b>(302)</b>	<b>(302)</b>	<b>448</b>	<b>728</b>	<b>(4,370)</b>	<b>161</b>	<b>265</b>

**NB:**

The year-end out-turn incorporates pay-awards for lecturing, support, curriculum leaders and management staff (for the period 1st April 2017 - 31st July 2017), an accrued untaken annual leave provision adjustment, accruals for late additional hours claims & strain costs (in relation to VS scheme 3) and non-recoverable write-offs, but excludes the effect of actuarial pensions revaluations under FRS102 Section 28 (which will not be quantifiable until early September). SFC pay-award support has been excluded from the above figures as it forms part of the 2017/18 academic year Income & Expenditure budget.

# **I&E Account Detail for the 12 Months to 31st July 2017**

## **INCOME**

### **Funding Council Grants**

Recurrent Grant Inc Fee Waiver	40,162	40,162	40,162	40,162	(0)	39,368	40,162	(0)
Transformation Plan Support Grant		2,900	2,900	2,900			2,900	
Childcare Funds	1,500	1,500	1,500	1,516	15	1,523	1,540	(25)
Deferred Capital Grants	3,065	3,065	3,065	3,114	49	3,135	3,140	(26)
Debt Support Grants	800	800	800	800	(0)	800	800	(0)
Other SFC Grants	1,712	1,901	1,901	1,903	2	1,735	1,881	22
	47,239	50,329	50,329	50,395	66	46,561	50,423	(28)

### **Tuition Fees & Education Contracts**

FE - UK & EU	1,401	140	140	113	(27)	127	110	3
HE - UK & EU		339	339	344	5	347	350	(6)
PT Self Payers		922	922	704	(218)	762	710	(6)
Examination Fee Income		0	0	30	29	57	26	3
SAAS	4,238	4,238	4,238	3,975	(263)	3,865	4,004	(29)
Associate Degree Fees	1,198	1,198	1,198	906	(292)	1,106	906	(0)
Managing Agents	1,362	1,362	1,362	1,482	120	1,502	1,396	86
Edinburgh Council - Pre Emp Contract	1,265	1,265	1,265	775	(490)	1,362	1,075	(300)
	9,464	9,464	9,464	8,329	(1,135)	9,129	8,577	(248)

### **Commercial & International**

International	1,350	1,350	1,350	1,348	(2)	1,301	1,350	(2)
SDS	600	600	600	590	(10)	599	601	(11)
EH15 and The Apprentice Restaurants	53	53	53	71	18	105	71	0
Bliss SPA and Employability Salons	120	120	120	121	1	119	121	(0)
Gym	338	337	337	308	(30)	328	317	(10)
Nursery	1,050	1,050	1,050	905	(145)	996	930	(25)
Residences	590	590	590	612	22	708	610	2
Access Centre Provision	130	130	130	151	21	127	144	7
Bespoke Contracts for Employers	1,052	667	667	566	(101)	604	563	3
Scheduled Short Courses	30	416	416	498	82	437	480	18
Other European Income				0	0	23		0
	5,313	5,313	5,313	5,168	(145)	5,346	5,187	(19)

### **Other Income**

Catering	1,879	1,879	1,879	1,424	(455)	1,563	1,547	(123)
Other Income Generating Activities	230	265	265	562	297	430	482	80
	2,108	2,143	2,143	1,986	(157)	1,994	2,028	(42)

### **Endowment & Investment**

Bank Interest	10	10	10	1	(9)	11	3	(2)
	10	10	10	1	(9)	11	3	(2)

### **Exceptional Support Grants**

		560	560	1,800	1,240		685	1,115
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### **TOTAL INCOME**

	64,134	67,819	67,819	67,678	(140)	63,040	66,903	775
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## **EXPENDITURE**

### **Staff Costs**

Senior Management	1,793	1,824	1,824	1,854	(29)	1,935	1,803	(50)
Academic Departments	23,036	22,792	22,792	22,568	224	23,161	22,507	(61)
Academic Services	4,171	4,457	4,457	4,222	235	4,360	4,410	188
Admin & Central Services	12,638	12,578	12,578	12,129	450	12,402	12,435	307
Premises	1,120	1,123	1,123	1,186	(64)	1,169	1,111	(76)
Catering & Residences	957	957	957	1,050	(92)	888	947	(102)
Temporary, Agency & Staff Bank Costs	1,108	1,126	1,126	1,176	(49)	1,200	1,136	(39)
Other Staffing Expenditure	694	694	694	837	(143)	630	685	(152)
	45,517	45,552	45,552	45,021	531	45,745	45,035	14

### **Other Operating Expenses**

Premises	5,081	5,085	5,085	4,831	255	5,045	4,835	5
Teaching Activity & Support	912	851	851	968	(117)	844	923	(45)
Childcare Costs	1,500	1,500	1,500	1,516	(15)	1,523	1,540	25
Transport Costs	45	83	83	72	11	58	83	11
IT Costs	1,196	1,095	1,095	994	101	1,197	1,080	86
Telecomms Costs	201	180	180	181	(1)	186	180	(1)
Equipment	51	33	33	29	4	92	33	4
Health & Safety	89	70	70	62	8	92	70	8
Travel & Subsistence	523	518	518	406	112	542	478	72
Admin Costs	246	209	209	196	13	281	189	(7)
Corporate, Consultancy, Professional	1,146	1,284	1,284	898	385	935	999	100
Staff Welfare	16	16	16	14	2	14	16	2
Catering	1,337	1,355	1,355	1,008	347	1,150	1,091	83
Training & Development	113	113	113	81	32	65	113	32
VAT	1,480	1,633	1,633	1,632	0	1,547	1,633	0
Marketing & PR	215	203	203	206	(2)	171	173	(32)
Partnership Costs	560	560	560	445	115	551	560	115
Overseas Agents Commission	148	148	148	132	16	52	118	(14)
Registration & Exam Fees	1,351	1,361	1,361	1,252	109	1,279	1,361	109
Bad Debts	48	139	139	139	(0)	53	139	(0)
	16,256	16,435	16,435	15,061	1,373	15,677	15,613	552

### **Depreciation for the year**

	5,487	5,487	5,487	5,289	198	5,992	5,332	43
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### **Debt Interest & Other Finance Costs**

Interest On Bank Loans	623	623	623	615	8	641	623	8
Other Finance Charges	35	46	46	66	(21)	(44)	56	(11)
	658	668	668	681	(12)	598	678	(2)

### **Research & Development**

	30	30	30		30	23	10	10
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### **Exceptional Support Costs**

		560	560	1,800	(1,240)		685	(1,115)
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### **TOTAL EXPENDITURE**

	67,948	68,733	68,733	67,853	880	68,035	67,354	(499)
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### **Operating Surplus / (Deficit)**

	(3,814)	(914)	(914)	(175)	739	(4,995)	(451)	276
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### **NET INCOME / (EXPENDITURE) PRE SSAP24 ENHANCED PENSION PROVISION CHARGE**

	(3,814)	(914)	(914)	(175)	739	(4,995)	(451)	276
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### **SSAP24 Enhanced Pension Provision Charge**

				102	(102)	356	102	
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### **NET INCOME / (EXPENDITURE) POST SSAP24 ENHANCED PENSION PROVISION CHARGE**

	(3,814)	(914)	(914)	(277)	637	(5,351)	(553)	276
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For the future you want

## Balance Sheet For the 12 Months to 31st July 2017

	<u>2016/2017</u> <u>YTD Actuals</u> <u>£000s</u>	<u>2015/16</u> <u>Year End</u> <u>£000s</u>
<b>Fixed Assets</b>		
L&B	139,276	142,547
FFE	7,162	7,633
	<u>146,438</u>	<u>150,179</u>
<b>Current Assets</b>		
Stock	136	122
Debtors	1,978	2,645
Cash	4,799	1,991
	<u>6,913</u>	<u>4,758</u>
<b>Creditors &lt; 1yr</b>		
Loans	(408)	(408)
Payments received in advance	(545)	(241)
Trade creditors	(1,071)	(1,198)
Taxes & social sec	(1,138)	(1,141)
Accruals, Def Inc & Other Creditors	(3,211)	(5,970)
Amounts owed to SFC	(4,134)	(75)
Deferred Capital Grants - Government	(3,065)	(3,065)
	<u>(13,573)</u>	<u>(12,097)</u>
<b>Net current assets / (liabilities)</b>	<u>(6,659)</u>	<u>(7,339)</u>
<b>Total assets less current liabilities</b>	<b>139,779</b>	<b>142,840</b>
<b>Creditors &gt; 1yr</b>		
Bank loans	(10,169)	(10,575)
Lennartz VAT	(262)	(866)
Deferred Capital Grants - Government	(56,511)	(58,066)
	<u>(66,942)</u>	<u>(69,507)</u>
<b>Provisions</b>		
Early retirement	(4,854)	(5,037)
Other	0	(37)
	<u>(4,854)</u>	<u>(5,074)</u>
<b>Net pension asset / (liability)</b>	(25,294)	(25,294)
<b>NET ASSETS</b>	<u><u>42,688</u></u>	<u><u>42,965</u></u>
<b>Reserves</b>		
I&E account	40,467	40,118
Pension reserve	(25,294)	(25,294)
Revaluation reserve	27,515	28,141
<b>RESERVES</b>	<u><u>42,688</u></u>	<u><u>42,965</u></u>

### Cumulative Cashflows (2016/17)

<div><div>Edinburgh College</div><div>For the future you want</div></div>	<div>Original Budget</div> <div>£000s</div> <div>Total</div>	<div>Revised Budget</div> <div>£000s</div> <div>Total</div>	<div>Aug 16</div> <div>£000s</div> <div>Actuals</div>	<div>Sep 16</div> <div>£000s</div> <div>Actuals</div>	<div>Oct 16</div> <div>£000s</div> <div>Actuals</div>	<div>Nov 16</div> <div>£000s</div> <div>Actuals</div>	<div>Dec 16</div> <div>£000s</div> <div>Actuals</div>	<div>Jan 17</div> <div>£000s</div> <div>Actuals</div>	<div>Feb 17</div> <div>£000s</div> <div>Actuals</div>	<div>Mar 17</div> <div>£000s</div> <div>Actuals</div>	<div>Apr 17</div> <div>£000s</div> <div>Actuals</div>	<div>May 17</div> <div>£000s</div> <div>Actuals</div>	<div>Jun 17</div> <div>£000s</div> <div>Actuals</div>	<div>Jul 17</div> <div>£000s</div> <div>Actuals</div>	<div>YTD</div> <div>Cumulative</div> <div>£000s</div> <div>Total</div>	<div>Annual</div> <div>Forecast</div> <div>£000s</div> <div>Total</div>	<div>Var From Budget - Fav</div> <div>/ (Adv)</div> <div>£000s</div> <div>Total</div>	
SFC Grants - Core	40,162	40,162	4,901	4,620	4,925	3,967	4,307	2,662				4,695	3,695	3,695	2,881	40,348	40,348	186
SFC Grants - ESF	466	466					158	32	32	32	32	32	32	32	32	382	382	(84)
SFC Grants - Other	4,229	4,229	184	308	317	388	798	689	521	999	443	252	279	2,485		7,663	7,663	3,434
SFC Grants - VS Scheme	650	650	650						560	0				1,200		2,410	2,410	1,760
SFC Cash Advance	2,900	2,900								2,900						2,900	2,900	0
SAAS Funds	4,238	4,238						3,899		66						3,965	3,965	(273)
Tuition Fees / Education Contracts	5,226	5,226	322	455	292	259	514	583	278	615	291	406	565	245		4,825	4,825	(401)
Commercial / International	5,313	5,313	443	455	197	684	414	358	570	365	398	511	403	270		5,068	5,068	(245)
Other Income	2,118	2,153	226	56	195	243	187	181	171	375	167	184	143	80		2,208	2,208	55
Operational Income	65,302	65,337	6,725	5,894	5,926	5,541	6,378	8,404	2,132	5,352	6,026	5,080	5,117	7,193		69,768	69,768	4,431
Staff Costs	45,517	45,552	3,743	3,610	3,682	3,723	3,779	3,822	3,788	3,666	3,688	3,676	3,595	3,999		44,771	44,771	781
Purchase Ledger / Other Expenditure	10,363	10,363	534	1,722	763	866	606	386	865	728	953	1,394	715	288		9,820	9,820	543
Childcare Expenditure	1,500	1,500		95	143	177	212	103	179	213	130	152	171	18		1,593	1,593	(93)
Premises Costs	5,081	5,081	423	380	373	420	456	405	402	443	285	397	336	511		4,831	4,831	250
Pension Strain Costs	80	80	51	12	33				0	8						104	104	(24)
Staff VS & Restructuring Costs	966	966	426	345	112	0	154	469	37	70			37	1,000		2,650	2,650	(1,684)
Operational Expenditure	63,507	63,542	5,177	6,164	5,106	5,186	5,207	5,185	5,271	5,128	5,056	5,619	4,854	5,816		63,769	63,769	(227)
Net Income Generated From Operations	1,795	1,795	1,548	(270)	820	355	1,171	3,219	(3,139)	224	970	(539)	263	1,377		5,999	5,999	4,204
Capital Expenditure	683	683	113	59	26	14	84	79	36	671	35	128	94	81		1,420	1,420	(737)
Pensioners (against enhanced provision)	300	300	25	25	24	24	24	24	24	24	24	24	24	24		290	290	10
Capital Loan Repayments	384	384		35	64		35	65		35	0	67	35	68		404	404	(20)
VAT Repaid - Lennartz	880	880		218			218			218			218			872	872	8
Non-Operational Expenditure	2,247	2,247	138	337	114	38	361	168	60	948	59	219	371	173		2,986	2,986	(739)
Net Income Generated From Op and Non-Op Activities	(452)	(452)	1,410	(607)	706	317	810	3,051	(3,199)	(724)	911	(758)	(108)	1,204		3,013	3,013	3,465
Student Funds Inflow	9,180	9,180	237	1,011	565	764	912	907	336	113	864	999	950	770		8,428	8,428	(752)
Student Funds Outflow	9,180	9,180	1	537	924	1,045	1,045	702	804	1,249	669	806	825	26		8,633	8,633	547
	0	0	236	474	(359)	(281)	(133)	205	(468)	(1,136)	195	193	125	744		(205)	(205)	(205)
Total Cash In	74,482	74,517	6,962	6,905	6,491	6,305	7,290	9,311	2,468	5,465	6,890	6,079	6,067	7,963		78,196	78,196	3,679
Total Cash Out	74,934	74,969	5,316	7,038	6,144	6,269	6,613	6,055	6,135	7,325	5,784	6,644	6,050	6,015		75,388	75,388	419
Net Inflow / (Outflow)	(452)	(452)	1,646	(133)	347	36	677	3,256	(3,667)	(1,860)	1,106	(565)	17	1,948		2,808	2,808	3,260
Opening bank balance	1,991	1,991	1,991	3,637	3,504	3,851	3,887	4,564	7,820	4,153	2,293	3,399	2,834	2,851		1,991	1,991	0
Closing bank balance	1,539	1,539	3,637	3,504	3,851	3,887	4,564	7,820	4,153	2,293	3,399	2,834	2,851	4,799		4,799	4,799	3,260
Ledger balances																		
Main accounts	1,539	1,539	1,304	697	1,413	1,748	2,575	5,591	2,517	1,903	2,601	1,870	1,762	2,937		2,937	2,937	1,398
Term Deposit accounts	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0
Student Funds accounts	0	0	2,333	2,807	2,438	2,139	1,989	2,229	1,636	390	798	964	1,089	1,862		1,862	1,862	1,862
Subsidiary accounts																		
	1,539	1,539	3,637	3,504	3,851	3,887	4,564	7,820	4,153	2,293	3,399	2,834	2,851	4,799		4,799	4,799	3,260
Loan balance	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0



<b>FOR INFORMATION</b>			
Meeting	Board of Management 19.09.17		
Presented by	A Williamson		
Author/Contact	A Bamberry	Department / Unit	Estates Services
Date Created	29.08.17	Telephone	0131 2979554
Appendices Attached	None.		
Disclosable under FOISA		Yes.	

## **HEALTH AND SAFETY - RIDDOR REPORT**

### **1. PURPOSE**

This report provides a summary of RIDDOR reportable incidents within Edinburgh College for the reporting period 01 July 2017 to 31 August 2017.

### **2. RIDDOR INCIDENTS**

There was **1** reportable incident in the reporting period.

### **3. DETAIL**

On 02 July 2017, a staff member was working in the kitchen area of the Club at Milton Road, when she went over on her ankle while moving a trolley from a walk in fridge. The incident occurred due to a 2 inch raised ramp that leads into the fridge. The accident described caused the injured person to be absent from work for more than seven days resulting in a RIDDOR report.

The remainder of the walk in fridges throughout the college were marked with hazard tape and staff were briefed on the potential for injury from the ramps. Due to the fridges being raised off the ground, removing the ramp would increase the manual handling risk as staff would either lift the cages over the remaining step or travel further carrying the food.

### **4. BENEFITS AND OPPORTUNITIES**

To monitor any trends that may occur and assess (where possible) areas of potential risk. Further to this, the report for remedial actions to be implemented to ensure the college meets legal compliance.

### **5. STRATEGIC IMPLICATIONS**

In line with strategic planning and monitoring for health & safety.

### **6. RISK**

Review of incident and accidents assists in the monitoring of possible risk across the college.

**7. FINANCIAL IMPLICATIONS**

If the incidents/accident are not monitored and investigated accordingly to ensure no recurrence there is potential of claims to the college.

**8. LEGAL IMPLICATIONS**

Monitoring and carrying out investigations ensure that the college is operating with H&S legislation, and improvements can be implemented where any short falls occur.

**9. WORKFORCE IMPLICATIONS**

To maintain a safe learning and working environment for students, staff and visitors to the college.

**10. REPUTATIONAL IMPLICATIONS**

To manage any possible negative media around an incident/accident.

**11. EQUALITIES IMPLICATIONS**

Not applicable.

**CONCLUSIONS/RECOMMENDATIONS**

To ensure continued monitoring and investigation of any incident/accident that happens within the college to ensure remedial actions can be taken where required and to meet H&S legislation.

**BOARD OF MANAGEMENT  
19 SEPTEMBER 2017  
PAPER O**



For the future you want

FOR DISCUSSION / INFORMATION			
Meeting:	Board of Management 19.09.17		
Presented by	Annette Bruton		
Author/Contact	Annette Bruton	Department / Unit	Principal/Chief Executive
Date Created	10.09.17	Telephone	0131 344 7171
Appendices Attached	Appendix 1: Activity Report		
Disclosable under FOISA		Yes.	

**PRINCIPAL AND CHIEF EXECUTIVE REPORT**

**1. PURPOSE**

To update the Board on activity across the College not covered by other reports.

**2. BACKGROUND**

The Principal provides a regular report outlining a full range of college activity since the last Board meeting in June 2017

**3. DETAIL**

This report will cover business critical aspects of college business under the following headings where these matters are not already covered in substantive items on the agenda:

- Estates
- Staff briefings
- Political briefings
- City Regional deal
- Festival of Learning
- STEM launch
- Royal visit
- International
- Colleges Scotland Parliamentary Reception
- Graduation ceremonies
- Achievements

**4. BENEFITS AND OPPORTUNITIES**

The report covers many positive opportunities for external engagement for staff and students.

**5. STRATEGIC IMPLICATIONS**

The Principals report provides an overview of activity relevant to the Strategic Plan and on-going strategic development of the college.

6. **RISK**  
Not applicable.
7. **FINANCIAL IMPLICATIONS**  
There are no financial implications.
8. **LEGAL IMPLICATIONS**  
There are no legal implications.
9. **WORKFORCE IMPLICATIONS**  
There are no workforce implications
10. **REPUTATIONAL IMPLICATIONS**  
Not applicable.
11. **EQUALITIES IMPLICATIONS**  
There are no equalities implications.

**CONCLUSIONS/RECOMMENDATIONS**

The Board of Management are asked to NOTE the information contained in this report and raise or discuss any issues for further information.

**PRINCIPAL AND CHIEF EXECUTIVE REPORT**

**1. Introduction**

As always at the start of the academic year, it gives me great pleasure in welcoming new and returning students to all four campuses. Welcome events proved very successful for new students and gave them a positive start to their new college experience. It is also a great pleasure to welcome new staff at the start of the year.

**2. Estates**

As part of the college's energy efficiency project to deliver significant upgrades to our energy infrastructure, a number of energy conservation measures were implemented across campuses over the summer break. These include LED lighting replacement across all campuses; the Milton Road boiler replacement; and Sighthill automotive workshops.

**3. Staff briefings**

As in previous years, the executive will be undertaking a series of staff briefings and will meet as many staff face to face. Before the summer break we asked staff specifically what they wanted from the staff briefings and we have taken their comments on board and designed the events around the feedback. The forthcoming staff briefings will cover how the college will deliver its new strategic plan and providing an accessible and tangible vision of what the college will look like in five years. In addition I will be explaining to staff the impact of the national pay deal/s and the implications for workforce for the future.

**4. Political briefing**

I hosted a briefing session for local politicians on Friday 1 September at Sighthill campus. This was attended by MPs/MSPs and many new local councillors. They were given a tour of the automotive department and the photography/filming department. These sessions are a very positive way of engaging with the local politicians and letting them see the good work of the college and students. Feedback on the day was very positive and led to a number of areas where we can work with elected representatives. Those who attended were also very keen to explore how they could support the college. A further session will be arranged for later in the year.

**5. City Region Deal**

You may have seen the recent announcements with regards the city region deal bid. This is great news for the region, with emergent opportunities for the college.

The announcement from the Scottish and Westminster governments which totals £1.1billion contains £300m for a range of regional infrastructure projects which mainly are in the domain of the Universities and private sector partners and £25m earmarked for regional skill and employability development.

The skills and employability funding will help underpin the development of training to meet skills gaps for the future across a wide south east region which includes Borders, Fife, West Lothian, East Lothian, Midlothian and Edinburgh. Particular focus will be on construction skills and digital development which in turn will help support the infrastructure projects. The Depute Principal and members of the executive team will be engaged in various working groups to help shape the colleges

curriculum response to the various developments, partnership working and in meeting employer demand.

## **6. Festival of Learning**

A Festival of Learning for teaching staff will take place on 25 October at the Granton campus to launch with the Learning, Teaching and Assessment strategy. Staff will experience a video launch of the strategy and a programme of blended learning which will supplement aspects of the underpinning knowledge of the strategy.

## **7. STEM launch**

The STEM launch has now been confirmed for Wednesday 25 October at Granton Campus and will run as part of the learning festival. Jamie Hepburn, Minister for Employability and Training has agreed to attend and give the keynote address. The launch will be used to inform staff and learners of the importance of STEM activity and will assist the college in fulfilling its pledge in gaining its STEM assured status.

## **8. Royal visit**

On 21 September, Granton campus will host a visit from HRH Duke of Gloucester who will visit the Engineering and Built Environment faculty and have a tour of the facilities, meet the Chair and Principal, key staff and have an opportunity to speak with construction students.

## **9. International**

- 9.1 In July and August 116 students took part in the 6-week English Language Summer School at our Sighthill Campus. The students represented 23 different nationalities, and included infill groups from Japan, Russia and Panama. The students followed a range of programmes including General English, IELTS Preparation and English & Culture, and took part in a busy social programme which included excursions to visit other parts of Scotland and festival events including the Military Tattoo.
- 9.2 For four weeks in July and August, five Teacher Trainers from the ESOL department travelled to China to deliver a training programme to 100 trainees in Guangzhou, in partnership with Guangzhou Open University. The four week programme in English Language teaching methodology followed a four-week online course which the trainees completed in May.
- 9.3 In July, lecturers from College-based ESOL and Community-based ESOL delivered a 3-week English Language course to 55 Saudi Arabian students at Pollock Halls. This was our first project delivered in partnership with The Alwaleed Centre, University of Edinburgh, and we hope this will continue in the future.
- 9.4 In August, representatives from the International Team and the Tourism department travelled to Panama with our partner from Scotland's Rural College, to undertake a second research visit as part of a consultancy project for the Panamanian Ministry of Agriculture. Edinburgh College is working in partnership with SRUC to provide consultancy services on the establishment of an agricultural training college, to address skills gaps in the agricultural sector in Panama.

- 9.5 Throughout July and August, the International Team have also been busy preparing for our August intake, with 60 international students arriving to join a year-round programme, in addition to our 11<sup>th</sup> group of trainees from Panama.

## **10. Colleges Scotland Parliament Reception**

Colleges Scotland's Parliamentary Reception will be taking place on Tuesday 26 September 2017 (1800-2000) in the Garden Lobby of The Scottish Parliament. We will showcase innovation and skills in the college sector and provide opportunities to find out more about the valuable contribution that colleges make to individuals, communities and the economy. The event is for members of the Scottish Parliament, the Scottish college sector and stakeholders. Edinburgh College has been selected to showcase the STEM P7 Initiative.

The theme for the event is 'Colleges - Delivering Skilled and Successful Learners' and will be hosted by Liz Smith MSP. The Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, will provide a keynote address.

## **11. Graduation**

This year's graduation will take place on Thursday 28 September at the Usher Hall. There will be 3 ceremonies throughout the day, as below and we are delighted that Professor Alice Brown CBE has agreed to attend and be our guest speaker.

Ceremony 1: Health, Wellbeing and Social Sciences

Ceremony 2: Engineering; Tourism and Hospitality

Ceremony 3: Business School; Built Environment

## **12. Achievements**

College students and staff have made a number of achievements since the last Board meeting in May:

### **Interactive Design event nominated for Herald HE Award (5.6.2017)**

The college was nominated for a prize in the Herald HE Awards, which honour the best higher education work taking place in Scotland's colleges and universities. The Interactive Design team's Transition employer engagement event was shortlisted for the Outstanding Employer Engagement in Colleges Award.

The team entered black-tie battle against other colleges at the awards night in Glasgow on Thursday 6 July, but did not win the top prize.

The Transition event was a showcase for HND Interactive Design students to show their work to employers. It was a partnership with Scotland's largest digital design agency, Whitespace, who hosted the event at its Edinburgh premises. The aim was to give students the opportunity to demonstrate their talents to employers earlier in the year than the usual end-of-term shows, to get a head start in making industry connections before their course ended.

### **Hibernian Football Club photography by Edinburgh College students (12.6.2017)**

Two Edinburgh College photography students, Suzi Kerr and Jimmy Reid, were commissioned to shoot the new Hibernian Football Club 2017-18 kit. The shoot took place at the arts and fashion hub The Biscuit Factory, just off Bonnington Road in Edinburgh.

Greig Mailer, communications and marketing director for Hibs, said: "Through the Hibernian Community Foundation, the club has a strong relationship with Edinburgh College. The launch of the kit is vital and the club was extremely pleased with the contribution made by Suzi and Jimmy in producing an outstanding series of images for our campaign. The standard of photography being produced by the college Creative Industries department is a credit to the college and we would recommend Suzi and Jimmy's talents to other clients in the future."

The Hibernian Community Foundation sponsored the Edinburgh College Photography EXPOSED 17 exhibition at Out of the Blue in Edinburgh, part of the college's Glow festival.

### **Health and wellbeing programmes help college retain Healthy Working Lives Silver Award (26.6.2017)**

The college has retained its Healthy Working Lives Silver Award, recognising efforts made to improve and support the health and wellbeing of employees.

### **HNC Childhood Practice student receives volunteering award (27.6.2017)**

HNC Childhood Practice student George Roy was named Volunteer of the Year by Volunteer Midlothian.

George has been volunteering at the Orchard Centre in Bonnyrigg, a community based support centre for Midlothian, and was nominated by the Orchard Centre for his Peer Mentoring work at an Art Therapy Group. George was presented his award by Depute Provost Margot Russell.

Sixteen awards were presented on the night, which took place during Volunteers Week, with over 40 nominations received.

### **Graphic Design students win top industry award (29.6.2017)**

Two Edinburgh College Graphic Design students have won one of the most coveted prizes in the design and advertising industries – a special pencil trophy from the D&AD New Blood Awards.

Jennifer Grieve and Sarah Lewis joined some of the country's top young talent to pick up their award after impressing the D&AD judges. Their joint project was just one of 16 across the UK to win a pencil, from 2,500 entrants.

The students won for a project developed from a brief by the National Autistic Society (NAS). The brief was to create a campaign featuring a film that would challenge the stereotypes and stigma attached to autism and show the real people behind the label.

The students' campaign featured a short video to complement the NAS campaign Too Much Information. Their video was targeted at 7-10 year olds and aimed to encourage understanding and empathy towards autism, supporting happier and more informed social interactions with peers with autism.



### **Edinburgh College honours employees at first Staff Awards (30.6.2017)**

The college's first ever staff awards took place at Granton, with 150 staff members from across all campuses attending the celebration and around 70 people picking up awards. The event was hosted by depute principal Alex Craig and celebrated the hard work, commitment and dedication from staff across all teams.

### **College welcomes Scotland women's national football team for nutrition workshop ahead of EURO 2017 (07.7.2017)**

Ahead of their appearance at UEFA Women's Euro 2017 the Scotland Women's National Football Team attended a workshop on cooking and nutrition at Edinburgh College.

The workshop, held at the college's Apprentice Restaurant in Granton, was delivered in partnership with nutritionists from the sportscotland Institute of Sport and involved the team donning aprons and being taught cooking techniques by the college's Professional Cookery lecturers.

The workshop ended with the squad, which includes three former Edinburgh College students - Chloe Arthur, Kirsty Smith and Lana Clelland - enjoying the fruits of their labour and tucking into the three-course meal.

### **Jon Lee named Photography Lecturer of the Year (07.7.2017)**

Professional Photography course lecturer Jon Lee was named Lecturer of the Year at the Association of Photographers (AOP) Student Awards.

Jon was presented with the Lecturer of the Year Award during a ceremony in London, in front of a crowd of 220 professional photographers, students and lecturers.

### **Product Design students display work at Scottish National Gallery (10.7.2017)**

Edinburgh College Product Design students displayed their project work at the Scottish National Gallery throughout July and August.

The students were tasked by National Galleries Scotland to design a promotional portable studio in a box that would allow the transport of art materials and equipment to open spaces around Edinburgh and beyond.

The creative project was a collaboration between the National Galleries of Scotland and Edinburgh College's School of Art and Design and Engineering Faculty.

### **Project SEARCH graduate Rory meets Employability Minister (19.7.2017)**

Former Edinburgh College student and Project SEARCH graduate Rory Landale met minister for employability and training Jamie Hepburn to share his journey into employment.

Mr Hepburn visited Rory at Creative Exchange, where he secured a receptionist role after completing the Project SEARCH programme. Rory is on a part-time temporary contract until March 2018.

The programme, for young people aged 16-24 who have additional support needs and are seeking employment, provides interns with an opportunity to complete three full-time work placements over a nine-month period whilst receiving day to day training and job coaching.

It is a unique partnership between the college, the City of Edinburgh Council, NHS Lothian and supported employment specialists Intowork.

#### **College graduate Jennifer McIntosh wins gold at European Shooting Championships (25.7.2017)**

Edinburgh College graduate Jennifer McIntosh won gold in 50m rifle prone at the European Shooting Championships in Baku, Azerbaijan.

Jennifer, a former HND Make-up Artistry student, shot a score of 619.1 in the final to claim gold, with Ukraine's Dariya Sharipova taking silver and Sweden's Marie Enqvist bronze.

#### **Design group recognised at Scotland's 'Cultural Oscars' (28.07.2017)**

A design group made up of Edinburgh College lecturers, graduates and other designers has picked up a Sunday Herald Scottish Culture Award. The Blueroom Collective group, founded by Edinburgh College design lecturer Alex Gunn, was presented with the Designer Award at this year's Scottish Culture Awards ceremony in Glasgow – dubbed Scotland's Cultural Oscars.

#### **Siobhan Redmond joins college graduates in the cast of Mark Thomson's play Snowflake at the Pleasance (2.8.2017)**

Award-winning Scottish theatre, television and film actress Siobhan Redmond joined rehearsals at Edinburgh College's Performing Arts Studio Scotland (PASS) Theatre to collaborate with students on a new play at the Fringe, called Snowflake. Siobhan joined three HND Acting and Performance graduates from Edinburgh College, Mirren Wilson, Harvey Reid and Shyvonne Ahmad, who are also part of the cast.

The play is the first work from the Scottish Drama Training Network (SDTN), a new ensemble for acting, performance and technical theatre graduates from Scotland's further education colleges and higher education institutions as they make the transition from training to industry. More than 80 candidates drawn from these institutions auditioned for director Mark Thomson. Of the 27 invited to attend recall auditions, eight actors were selected to join The Network Ensemble for 2017. Edinburgh College performing arts lecturer Edward McGurn will be supporting the initiative in his role of assistant director.

Snowflake went on to enjoy success at the Fringe including a four-star review in the Scotsman that singled out the performance of PASS graduate Shyvonne Ahmad in the leading role.

#### **Prince's Trust electrical course helps students get into work (8.8.2017)**

A group of young unemployed people have gained valuable industry experience and are looking forward to a career in electrical engineering thanks to a programme designed to boost their job prospects. The six-week Prince's Trust Get Into Electrical Installation course at Edinburgh College's Midlothian Campus, now in its third year, offers training and work experience in electrical engineering to unemployed young people.

Five students completed the free training course, which aims to give a taste of working in the industry and help them secure employment with local employers. This year's students attended five weeks of classes at Edinburgh College and ended the course with a week-long work experience placement with electrical contractors. To celebrate their achievements the students attended a course completion event held at Midlothian Campus. They were joined by Edinburgh College assistant principal Jon Buglass, representatives from the partner organisations and local MSP Colin Beattie.

#### **Dancers put on Fringe show at Edinburgh College (11.8.2017)**

Local and international talent was on display at Edinburgh College's Performing Arts Studio Scotland (PASS) Theatre in August as the venue hosted a double bill of free dance performances at the Edinburgh Fringe. Two separate performances, Beneath this Dust and Sierra, came together to form a double-bill dance show at 2pm on 15 and 17 August at the PASS Theatre.

Hannah Mason, former dance artist in residence at Edinburgh College and a PASS graduate, brought her Unearthed Dance Company to the theatre to perform Beneath This Dust.

Unearthed is an Edinburgh-based contemporary dance company formed and directed by Hannah, featuring PASS graduates and current PASS students among their dancers. Their work explores social and cultural issues through innovative dance works, which have been performed throughout the UK.

The PASS Theatre was also the first venue to host Sierra, a three-section, high-energy modern dance work performed by dancers from Texas A&M University.

#### **Former Edinburgh College student Allan Smith finishes fourth at World University Games (18.8.2017)**

Former Edinburgh College student Allan Smith was in Chinese Taipei competing in the Men's High Jump at the World University Games 2017. Allan finished fourth overall in the competition, narrowly missing out on the bronze medal.

#### **College P7 STEM project nominated for Herald Global Game Changers Awards nomination (22.8.2017)**

The college has been shortlisted for a national award for its work in inspiring young people to become the next generation of innovators, pioneers and tech entrepreneurs through our STEM schools project.

The college is one of five finalists in the Innovating in STEM Education/Training category at The Herald Global Game Changers Awards. The nomination is for the work the college is doing to engage and inspire school pupils in STEM, focusing on our P7 STEM engagement project and other initiatives such as the Codespace CSI scheme.

#### **Apprentice Jordan Charters nominated for Scottish Training Federation Awards 2017 (22.8.2017)**

Painting and Decorating modern apprentice Jordan Charters has been shortlisted as a finalist in the Apprentice of the Year category in the Scottish Training Federation Awards 2017.

Jordan has been doing his modern apprenticeship at his father's firm, George Charters Painting and Decorating, and has just finished Level 4, studying at the college's Faculty of Engineering and Built Environment.

#### **Fleet car manager Bob Murphy nominated for Business Car Award (22.8.2017)**

There is double good news for the college's electric car fleet with two nominations for the Business Car Awards 2017. The fleet has been shortlisted in the Green Fleet of the Year category and Bob Murphy, who manages the fleet, has had individual recognition in the Fleet Manager of the Year category.

### **Music students tour the Highlands (25.8.2017)**

Forty-two of Edinburgh College's music students and five staff members embarked on a five-day, four-concert tour of the Highlands of Scotland.

The classical and folk music tour included three public concerts – at Kingussie Parish Church, St Margaret's Church in Aberlour and Crown Church in Inverness, and a joint concert with pupils from Inverness Royal Academy.

Audiences were treated to music from students across several year groups and ensembles. Comprising the college orchestra, college choir, chamber choir, string ensemble, saxophone ensemble, traditional music band, flute quartet and brass ensemble.

Students and staff delivered a programme showcasing work developed over the course of the academic year, drawn from many different genres and periods including sixteenth-century dances, music for television and film, traditional Scottish songs and instrumentals, contemporary American concert music, nineteenth-century theatre music, show songs and more.

### **Entry to Sport graduate Robbie Anderson wins gold at Special Olympics (28.8.2017)**

Edinburgh College student Robbie Anderson has won a gold medal in the indoor bowls pairs at the 2017 Special Olympics.

Robbie, who has learning difficulties and has just finished the college's Entry to Sport course, went through the competition undefeated, claiming four victories from four matches alongside partner Raymond Brumley.

The Special Olympics is the largest sports event to take place in Great Britain for people with an intellectual (learning) disability. The 10th edition of the games took place earlier this month.

### **Edinburgh College joins The Scottish Training for Energy Partnership (STEP) to support East Africa oil and gas industry (28.08.17)**

Edinburgh College has joined Dundee & Angus College and three of Scotland's leading private training providers to enable people in East Africa's growing oil and gas industry to gain essential skills.

The colleges and their partners – Synergie Training, Navitas Compliance Solutions and Sibbald Training – have formed the Scottish Training for Energy Partnership (STEP). STEP will deliver world-class technical, vocational and skills training to the emerging oil and gas market in East Africa. As a founding partner and board member, Edinburgh College will bring expertise in oil and gas training, which will be used to help build capacity in technical and skills training in this field in East Africa.

**College Barbering students take part in Razor's Edge event at the National Portrait Gallery (30.8.2017)**

Edinburgh College Barbering students recently gave haircuts on film as part of the Scottish National Portrait Gallery's Razor's Edge Project, which aims to explore men's appearances and identity. The students took part in a pop-up barber shop that sought to explore what young men feel about their style and appearance. The students cutting the hair appeared in the project video.



FOR INFORMATION / DISCUSSION			
Meeting	Board of Management 19.09.17		
Presented by	Neal Black		
Author/Contact	Conor Murray-Gauld	Department / Unit	ECSA
Date Created	04.09.17	Telephone	-
Appendices Attached	None.		
Disclosable under FOISA		Yes.	

## **EDINBURGH COLLEGE STUDENTS' ASSOCIATION REPORT**

### **1. PURPOSE**

To update the Board on the various activities of ECSA between the months of July, August and September 2017.

### **2. BACKGROUND**

The Student President and the Vice President (Welfare) report to each meeting on the Board, to update the Board on progress against ECSA's annual objectives.

### **3. DETAIL**

#### **3.1 Recent Events**

##### **3.1.1 Officer Training Programme**

For the 2<sup>nd</sup> year ECSA delivered its Officer Training Programme (OTP) to the Full-Time Officers. This starts with a self-evaluation and group analysis of the 3 officer's strengths and weaknesses, developing a bespoke training package tailored to their needs. This is delivered in partnership with NUS over the course of the summer break. It includes a 3 day residential break, attending the NUS Scotland Lead & Change programme with other College officers & further developmental training delivered by ECSA staff building on the concepts covered by the residential & NUS Scotland events.

##### **3.1.2 Learning & Teaching Report 2017**

ECSA have produced a Learning & Teaching report giving an analysis and overview of its progress & implementation of the Learner Engagement Framework (LEF). Much of the report focuses on the work ECSA have done to improve engagement with both Class Reps & staff within the college over the last year. This report also serves as ECSA's contribution to the Education Scotland's 'How Good Is Our College' (HGIOC) Framework, mapping the key identifiers of the framework against our activity. Finally the report contains clear goals for the 2017-18 Academic year in further developing and refining the work ECSA does. This report is a culmination of the last year of work and highlights ECSA's approach of using data to create evidence-based reports.

ECSA have also delivered presentations to Senior Management Group, Curriculum Managers & Curriculum Leaders on how ECSA will be taking these actions forward and how college staff can work in partnership with ECSA on these solutions.

### **3.1.3 The Gathering**

The FTOs and the Association Director attended NUS Scotland's 'The Gathering' on the 17<sup>th</sup> August. The annual event brings together officers from across the country to network & learn about the national officers' priorities for the year. This event also features workshops and sharing of best practise approaches from Student Associations. This year ECSA were asked to deliver a workshop, Al Wilson & Neal Black delivered a workshop simulating a Class Rep Conference. They used live data supplied by a full room of officers & staff as participants, showing how effective and useful engaging workshops, that are participant-led paired with live relevant data, can be.

### **3.1.4 Welcome Week Event & Report**

This year, ECSA officers and staff partnered with LDTs to deliver welcome week talks. Not only did ECSA get the chance to speak and engage with 1000's of new & returning students, but ECSA also encouraged students to complete a welcome week survey during the IT Inductions. This has provided us with more data on current students, as well as information on how students travel to college, and also registering student's interest in clubs, sports & societies for the year ahead. Over 4,500 students had completed the survey before the beginning of term. This information will help ECSA tailor its services to students over the academic year as well as providing a baseline for other activity. A more detailed finding of the welcome week data regarding transport can be found here: <https://ecsa.scot/2017/09/guess-which-campus-wakes-latest>

This data analysis has formed the basis of a grant application being submitted in conjunction with the College Development Trust and the College Estates Team which could see a substantial set of funds made available to the involved parties for work around transport & sustainability.

### **3.1.5 That's Quality Event**

The Student President & an ECSA staff member attended the sparqs 'That's Quality' event in Glasgow. An event aimed at college officers & staff. The focus this year looked at 'HGIOC' and how student associations can ensure students are part of the new process. ECSA's Learning & Teaching report was highlighted as an excellent resource in relation to HGIOC and ECSA have been seen as a leader on using data to lead evidence based work to improve the student experience.

### **3.1.6 Healthy Body Healthy Mind launch**

VP Welfare attended the HBHM event in Livingston on the 23<sup>rd</sup> of August with the college's Sport & Physical Activity Coordinator. The focus of the event was bringing together those participating in HBHM this year to give advice & guidance for both new and returning associations. ECSA have set a target to achieve 3 stars this year, building on their success of achieving 2 stars in 2016. This work will be delivered through close partnership with the college.

### **3.1.7 ECSA's Objectives 2017 [Paper Q Refers]**

Further to the creation of our first Strategic Plan, passed in May 2017, we have created our new Priority Objectives for 2017-18. These are based around the Pillars of Action identified in the Strategic Plan and aim to further enhance the student experience at the College.

### **3.1.8 Student Support Consultation Review**

ECSA have submitted a consultation response to the Scottish Government's review on student support. This is the culmination of a campaign led from the front by ECSA over the last 3 years, highlighting the disparity of support and funding available to FE & HE students, and pushing for key reforms to better serve students. ECSA are very proud of the work that has been done in turning this into a national issue and look forward to hearing the outcomes of the consultation.



## **3.2 Current & Upcoming Events**

### **3.2.1 Institute for Public Policy Research Scotland event**

The Student President attended an IPPR Event featuring a key note speech from Ruth Davidson. Originally billed as being themed around Brexit, but on the day, focused on the housing crisis in Scotland. Students are at real risk when it comes to housing due to the precarious situation they find themselves in, renting heavily from the private sector or struggling to navigate social housing. ECSA welcomed the comments the speaker made and will work with the Scottish parliament to consult on any policy change which effects our members. ECSA believe it is key to seek to engage with all political parties to ensure student views are taken into account across the political spectrum.

### **3.2.2 Freshers' Week**

Freshers' this year was held from Monday the 4<sup>th</sup> of September and ran for 4 days, 1 day per campus. A wide range of charities, commercial and internal stall holders were present. The catering team have worked hard this year in partnership with ECSA to secure some excellent food vendors & giveaways for students. This year has built on previous year successes through strong contacts and ECSA's reputation. An added focus was recruiting for ECSA active, ECSA's joint venture with the college to offer students a more streamlined experience for getting involved in physical activity.

### **3.2.3 Activities Week**

Activities week follows directly on from Freshers' week from Monday the 11<sup>th</sup> of September. Having spent the weeks leading up to this highlighting physical activity & sports clubs to students the focus will be in pushing increased uptake in student sign ups & memberships along with several campus based activities with 'low to minimal barriers' to participation. An emphasis will be on 'fun, easily-accessible games to encourage students to 'give it a go'.

### **3.2.4 Class Rep Recruitment**

Class Rep recruitment this year is similar to previous years, however ECSA have further developed and refined the process. Recruitment will take place during week 5 & 6 of term time with ECSA staff & officers delivering Class Rep talks through LDT sessions. Last year ECSA delivered around 350 talks over this 2 week period. This year ECSA wanted to build on that success and improve recruitment, retention & engagement in classes that do not have LDTs or historically have low recruitment success, such as part time courses. This year ECSA have recorded a recruitment video that teaching staff will be able to show classes not receiving talks. This will ensure ECSA can work outside its usual capacity limits, disseminate consistent and clear information about the role & request the minimum from teaching staff. ECSA have reached out to Senior Management, Curriculum Managers & Curriculum Leaders to ensure this is fed down to teams so that no class is missed.

### **3.2.5 Class Rep Conferences**

ECSA is building on its successful engagement with Class Reps in 2016 through its campus conferences, which moved to a much more participant driven model. The follow up reports generated from these conferences & focusing on closing the feedback loop afterwards proved very successful with students. This year ECSA will be covering 4 themes across the conferences and these are:

- Conference Round 1: 'Induction & Retention'
- Conference Round 2: 'Feedback & Evaluation'
- Conference Round 3: 'Student led workshop – on Mental Health'
- Conference Round 4: 'Progress & Development'

These themes have been picked based on work identified by the college through key processes such as the Transformation Plan or new frameworks such as 'HGIOC'. The timings reflect key activities throughout the year such as Student enrollment & Self Evaluation. The data and reports from these conferences will help shape ECSA'S work over the coming year and provide evidence which will highlight both best practice & student concerns. ECSA hope this year that our final round of conferences will involve students developing and leading a workshop to pass on skills to other Class Reps.

### **3.2.6 Class Rep Training**

Class Rep Training will be delivered by ECSA staff and officers between the 23<sup>rd</sup> of October & 3<sup>rd</sup> of November. There will be 10 sessions delivered by ECSA based on materials and training provided by sparqs that have been modified to be more relevant to Edinburgh College Students. Once these sessions are completed ECSA will make the online Class Rep Training available for all Class Reps who could not attend. This is a key ECSA activity that will ensure Class Reps are trained and supported to effectively engage in their learning experience and participate effectively in processes like the Self-Evaluation meetings.

#### **4. BENEFITS AND OPPORTUNITIES**

A wide range of benefits and opportunities relating to student engagement are outlined in the report.

#### **5. STRATEGIC IMPLICATIONS**

The Board retains an overview of Students' Association activity in the interests of good governance.

#### **6. RISK**

Not applicable.

#### **7. FINANCIAL IMPLICATIONS**

The Board approved the 2016/17 ECSA funding bid in April 2016. The Students' Associations funding for the academic year was subsequently finalised in the College Budget 2016/17.

#### **8. LEGAL IMPLICATIONS**

Not applicable.

#### **9. WORKFORCE IMPLICATIONS**

Not applicable.

#### **10. REPUTATIONAL IMPLICATIONS**

Not applicable.

#### **11. EQUALITIES IMPLICATIONS**

Not applicable.

### **CONCLUSIONS/RECOMMENDATIONS**

The Board are asked to NOTE the information provided in the ECSA Report.

FOR INFORMATION / DISCUSSION			
Meeting	Board of Management 19.09.17		
Presented by	Marcus Walker		
Author/Contact	Marcus Walker	Department / Unit	Governance
Date Created	31.08.17	Telephone	0131 344 7048
Appendices Attached	<i>Appendix 1: Board Development Plan 2017/18</i>		
Disclosable under FOISA		Yes.	

## GOVERNANCE REPORT

### 1. PURPOSE

This paper provides an update on ongoing governance matters within the college.

### 2. BACKGROUND

The report provides an update on three matters brought to the attention of the Board at its meeting on 20 June, these include: the Board Evaluation 2016/17; the Board Development Plan 2017/18; and, ongoing engagement with Audit Scotland.

An update is also provided on a diversity related research project, jointly developed by the Commission for Ethical Standard in Public Life in Scotland and the Scottish Government.

### 3. DETAIL

#### 3.1 Board Evaluation

In July and August 2017, Board members met individually with the Chair as part of their individual evaluations. These one-to-one meeting provided an appropriate opportunity to review performance, engagement and experiences over the past year, and discuss plans going forward into 2017/18.

Ministerial guidance requires “evidence of regular assessments of performance” to extend the appointment of a Non-Executive Board Member, and the Code of Good Governance for Scotland’s Colleges requests that appropriate mechanisms are in place to support this.

A report from the Evaluation of the Chair, also conducted over July and August 2017, will be considered by the Board under Paper ‘S’.

All six committee of the Board reviewed their annual operation in 2016/17 by completing a self-assessment checklist. Matters arising from these self-assessment will be incorporated into future committee agendas and papers through continued dialogue between appropriate Committee Chairs and Executive Leads.

### **3.2 Development Plan 2017/18**

Following consideration by a short-life working group, a final version of the Development Plan was approved and submitted to the SFC on 28 March 2017. The Board subsequently agreed that it would review progress on the Development Plan at each of its scheduled meetings in 2017/18.

Attached (Appendix 1) for review by the Board is a working copy of the Development Plan which highlights progress to date.

### **3.3 Engagement with Audit Scotland**

In line with audit planning guidance issued in November 2016, Audit Scotland are currently conducting local work on governance and accountability with all public sector bodies. As part of this process a governance questionnaire was completed by the college in early June 2017, for submission to Audit Scotland.

The Clerk to the Board is currently awaiting feedback from Audit Scotland and this will be communicated to the Board in due course.

### **3.4 Commission for Ethical Standard in Public Life in Scotland Research Project**

In April, the Commission for Ethical Standard in Public Life in Scotland (CESPLS) and the Scottish Government launched a jointly developed research project. The Project seeks to review the difference that diversity, in its broadest sense, is making to the governance of Scotland's public body boards. In addition to establishing an evidence-base, the project ultimately aims to share the practices that Scotland's disparate body chairs and board have adopted to harness diversity.

The Chair of the Edinburgh College Board of Management has agreed to participate in this study on a voluntary basis, and an initial self-assessment questionnaire has been completed. Any developments relating to the CESPLS research project will be feedback back to the Board in due course through future Governance Reports.

## **4. BENEFITS AND OPPORTUNITIES**

The implementation of robust self-evaluation processes will ensure that governance arrangements are compliant with the Code of Good Governance.

## **5. STRATEGIC IMPLICATIONS**

Not applicable.

## **6. RISK**

Effective forward planning will mitigate the risk of governance failure, which is currently sits as Risk 12 on the top risk register.

## **7. FINANCIAL IMPLICATIONS**

Not applicable.

## **8. LEGAL IMPLICATIONS**

Compliance with the Code of Good Governance is a condition of grant.

## **9. WORKFORCE IMPLICATIONS**

Not applicable.

## **10. REPUTATIONAL IMPLICATIONS**

Reputational risks associated with poor governance may occur, if appropriate planning is not implemented.

**11. EQUALITIES IMPLICATIONS**

Not applicable.

**CONCLUSIONS/RECOMMENDATIONS**

The Board are asked to NOTE the Governance Report and CONSIDER progress against the Development Plan 2017/18.



**BOARD OF MANAGEMENT  
19 SEPTEMBER 2017  
PAPER T**



FOR INFORMATION / DISCUSSION			
Meeting	Board of Management 19.09.17		
Presented by	Alan Williamson		
Author/Contact	Pauline MacPherson	Department / Unit	Corporate Development
Date Created	07.08.17	Telephone	0131 344 7068
Appendices Attached	<i>Appendix 1: FOI Annual Monitoring Report 2017</i>		
Disclosable under FOISA		Yes.	

**FREEDOM OF INFORMATION (FOI) ANNUAL MONITORING REPORT 2017**

**1. PURPOSE**

This paper outlines the volume of FOI requests received by Edinburgh College between July 2016 and June 2017.

**2. BACKGROUND**

The Scottish Information Commissioner requested that all Scottish public authorities start submitting their Freedom of Information Scotland Act 2002 (FOISA) statistics on a quarterly basis commencing from 1 April 2013.

**3. DETAIL**

Edinburgh College received 97 FOI requests in the academic year 2016/17. Appendix 1 provides a full breakdown of the requests received.

**4. BENEFITS AND OPPORTUNITIES**

The information provides gives a detailed overview of the number and scope of Freedom of Information Requests received by the college.

**5. STRATEGIC IMPLICATIONS**

The Board are required to retain an oversight of FOI activity.

**6. RISK**

There are risks associated with the release of inaccurate or business critical information.

**7. FINANCIAL IMPLICATIONS**

Explicit in paper.

**8. LEGAL IMPLICATIONS**

The college has a legal obligation to respond to all FOI requests.

**9. WORKFORCE IMPLICATIONS**

There is an increasing demand placed on the workforce in responding to FOIs and Subject Access Requests. This demand is only likely to increase with the implementation of GDPR (25 May 2018).

**10. REPUTATIONAL IMPLICATIONS**

The college must ensure all FOI requests are responded to within the statutory time limit, and with accurate information.

**11. EQUALITIES IMPLICATIONS**

Not applicable.

**CONCLUSIONS/RECOMMENDATIONS**

Members are asked to DISCUSS and NOTE the contents of this paper.



## **FOI ANNUAL MONITORING REPORT**

### **1. Introduction**

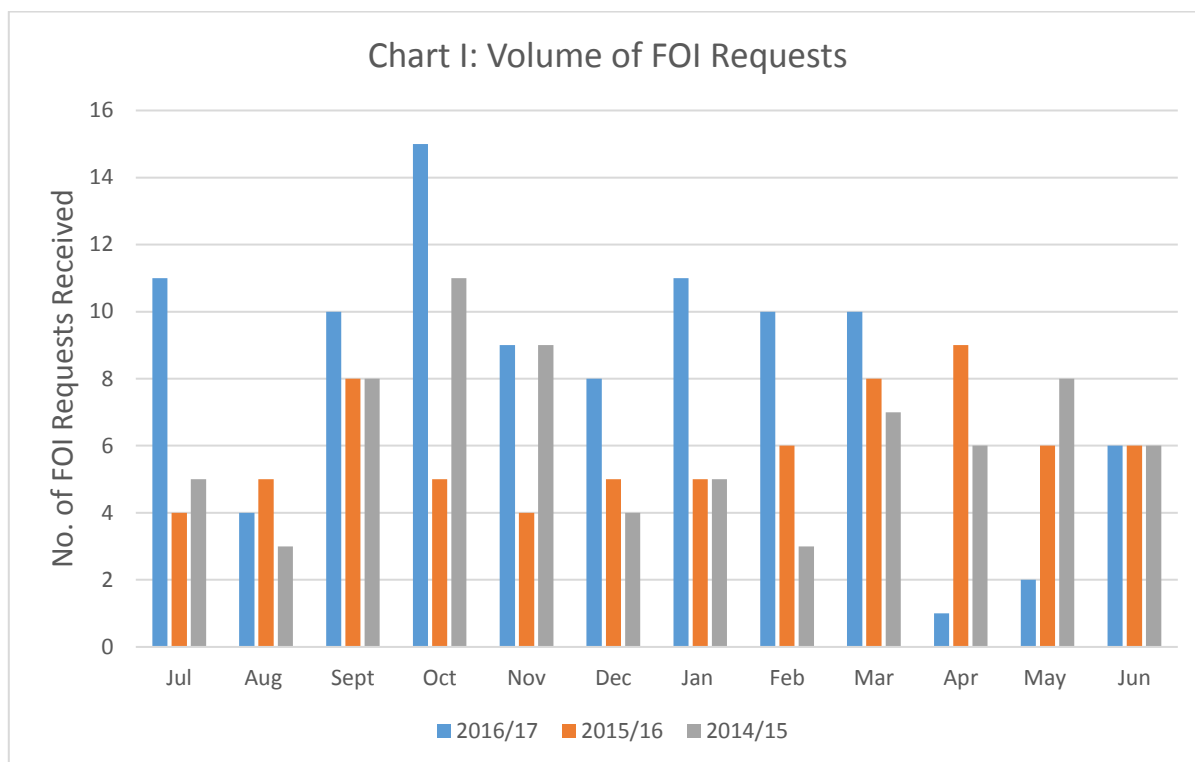
- 1.1 The Scottish Information Commissioner requested that all Scottish public authorities start submitting their Freedom of Information Scotland Act 2002 (FOISA) statistics on a quarterly basis commencing from 1 April 2013.
- 1.2 This report outlines the volume of FOI requests received by Edinburgh College over the last 12 months (from July 2016 to June 2017), and highlights areas of relevant activity.

### **2. Background**

- 2.1 The Freedom of Information (Scotland) Act 2002 came into force on 1 January 2005. The Act provides a statutory right of access to recorded information held by Scottish public bodies and incorporates the Environmental Information (Scotland) Regulations 2004 (the EIRs).
- 2.2 Requests for access to information can be made by anyone, whether resident in the UK or not, and can be made for information held prior to enactment of the Act. The Act specifies that requests for information must be responded to within 20 working days.
- 2.3 While most information requested can be released, some information is exempt under the Act. The right of access to information is subject to a number of exemptions within FOISA, or exceptions under the EIRs, many of which also require a public interest test to be applied.

### **3. Volume**

- 3.1 Edinburgh College received 97 FOI requests in the academic year 2016/17, 26 more than the 71 FOI requests received in the academic year 2015/16. Since the start of 2017/18, the college has received a further 11 FOI requests in July 2017 (which equals the same number of requests submitted to the college in July 2016).
- 3.2 Edinburgh College received its first EIR request in the academic year 2016/17.
- 3.3 Edinburgh College received 4 Subject Access Requests in the academic year 2016/17 (one per quarter). One request was made by lecturing staff, one by support staff and two by students.
- 3.4 In the academic year 2016/17, 92% of all FOI requests were responded to within 20 working days. This compares favourably to the previous year's response rate when 30% of FOI responses exceeded the 20 working day deadline.
- 3.5 Graph I (below) reflects month-by-month FOI activity over the last academic year (2016/17). Month-by-month data for academic years 2015/16 and 2014/15 is also provided for comparison.

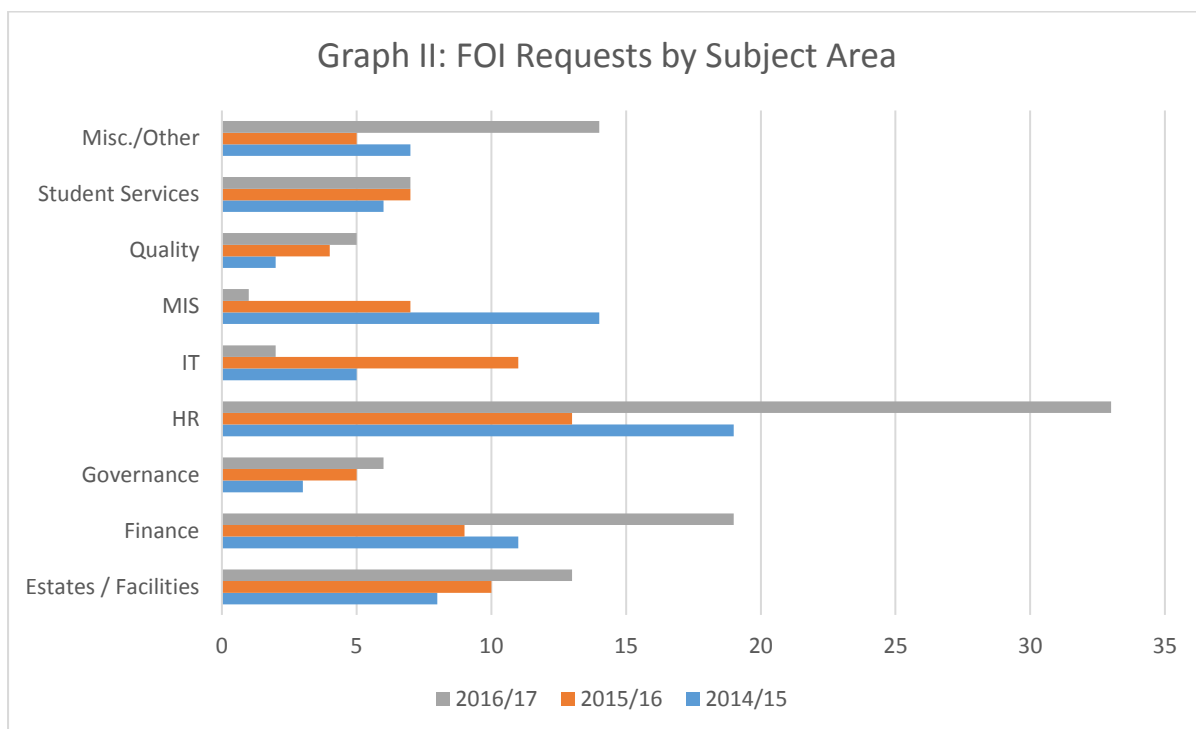


#### **4. Late Responses**

- 4.1 Internal guidance was implemented towards the end of the last academic year which specified internal response times (for providing information to the FOI officer). The implementation of this guidance has minimised the occurrence of late responses in this academic year and will ensure minimal occurrence of late responses in the future.

#### **5. Subject Area**

- 5.1 Graph II shows FOI requests by subject areas, based on which department within the College provided information to respond to the request. Data for the academic years 2015/16 and 2014/15 are provided for comparative purposes.



*\*Misc/Other includes individual requests made for information from specific departments within the College.*

## 6. Requestors

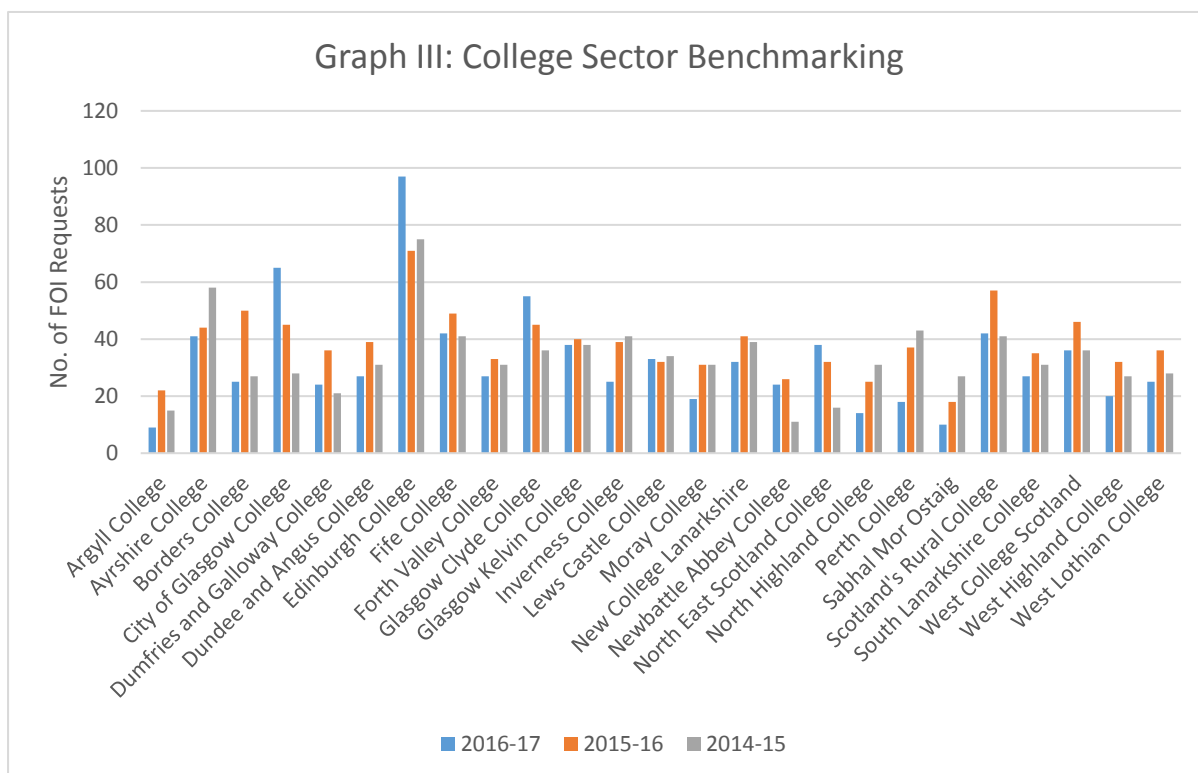
6.1 The number of FOI requests made to Edinburgh College by specific groups and organisations over the past two academic years is shown in the table below:

Group / Organisation	2014/15	2015/16	2016/17
City of Edinburgh Council	2	0	0
Journalists	2	1	6
NUS	2	2	1
Political Parties	6	5	7
Solicitors	3	0	1
Trade Unions	11	5	7
<b>Total</b>	<b>26</b>	<b>13</b>	<b>22</b>

**Note:** The majority of requests are submitted by individuals using names that are not recognised by the College and 55% of all FOI requests were submitted through the [www.whatdotheyknow.com](http://www.whatdotheyknow.com) website. With reference to the statistics above, it is not possible to assess how many of the remaining 75 requests submitted in 2016/17 would fall into the specified categories.

## 7. Benchmarking

7.1 Graph III reflects FOI activity in comparison to other colleges in Scotland in 2016/17, 2015/16 and 2014/15 [Statistical information provided by the Scottish Information Commissioner's Office].



- 7.2 In 2014/15, 2015/16 and 2016/17, Edinburgh College received the highest number of FOI requests in the college sector. Whilst the number of requests received by Edinburgh College increased by 37% between 2015/16 and 2016/17, 20 (out of 25) colleges in Scotland observed a decrease in the number of FOI requests received over the same period. City of Glasgow College also observed a large increase in FOI requests in the last academic year with a 44% increase between 2015/16 and 2016/17. City of Glasgow College also received the second highest number of FOI requests in the sector in 2016/17.

## 8. Estimated Costs and FOI Publication

- 8.1 From 1 August 2017, the college records all costs associated with responding to FOI and Subject Access Requests. Although an accurate costing is not available for the last academic year, we are able to provide an estimated figure:

FOI Costs (2016/17)	
Total estimated cost to college in responding to 97 FOI requests	£9,827
Average estimated cost per FOI request	£101
Subject Access Request Costs (2016/17)	
Total estimated cost to college in responding to 4 Subject Access Requests	£1,850
Average estimated cost per Subject Access Request	£462

- 8.2 From 1 August 2017, the college will publish all FOI responses on its website.