



For the future you want

POLICY & RESOURCES COMMITTEE

AGENDA

A meeting of the Policy & Resources Committee will be held at 14:00 hours on Tuesday, 14 November 2017 in the Boardroom, Milton Road.

		Lead Speaker	Paper
1	WELCOME & APOLOGIES	Chair	
2	DECLARATIONS OF INTEREST	Chair	
3	MINUTES OF PREVIOUS MEETING <i>for approval</i>	Chair	A
4	MATTERS ARISING REPORT	Chair	B
5	BUSINESS TRANSFORMATION PLAN		
	5.1 Business Transformation Plan Update	A Williamson	C
	5.2 Recruitment & Retention Dashboard Attached	J Pearson	D
<i>Item 5.1 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.</i>			
6	STRATEGIC PLAN AND BLUEPRINT 2017-22 UPDATE	J Buglass / J Pearson	Verbal
7	PERFORMANCE MONITORING TEMPLATE UPDATE	J Buglass	Verbal
8	FINANCE REPORT		
	8.1 Finance Report	L Towns	E
	8.2 Management Accounts to September 2017 Attached	L Towns	F
	8.3 Tuition Fees 2018/19 <i>for approval</i>	L Towns	G

Item 8.3 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 27, Information Intended for Future Publication.

9	HUMAN RESOURCES REPORT	M Hernandez	H
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Item 9.1 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.

10	CAPITAL AND INFRASTRUCTURE REPORT		
10.1	College Energy Efficiency Partnership (CEEP) Update Attached	C McDougall	I
10.2	SFC Condition Survey	C McDougall	J

Item 10.2 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 27, Information Intended for Future Publication.

11	CLOSED ITEM(S) OF BUSINESS		
11.1	Commercial Catering Report	C McDougall	K

12	ANY OTHER COMPETENT BUSINESS		
12.1	Horizon Scanning Report Attached	L Towns	L
12.2	Commission for Ethical Standard in Public Life in Scotland Research Project Update	Chair	M

13	DATE OF NEXT MEETING: 20 February 2018		
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FOR INFORMATION / DISCUSSION			
Meeting	Policy & Resources Committee 14.11.17		
Presented by	Jonny Pearson		
Author/Contact	Jonny Pearson	Department / Unit	Executive
Date Created	27.10.17	Telephone	0131 297 8449
Appendices Attached			
Disclosable under FOISA		Yes.	

2017/18 RECRUITMENT & CREDITS UPDATE

1. PURPOSE

This paper aims to provide the Policy & Resources Committee with an updated overview of the College's performance against its 2017/18 recruitment and retention targets and to provide 'year-on-year' comparative data to enable benchmarking of performance.

The figures in this paper are accurate as of 27 October 2017.

2. BACKGROUND

For academic year 2017/18 the SFC set Edinburgh College an activity target of 187,028 credits. This is comprised of:

Core Credits	Additional Childcare Credits	ESF Credits	Total Credits
184,028	1,714	2,000	187,742

As in 2016/17, the college is required to achieve its core credits (184,028) including a minimum of 52,340 HE credits before we are able to claim the 2,000 ESF credits.

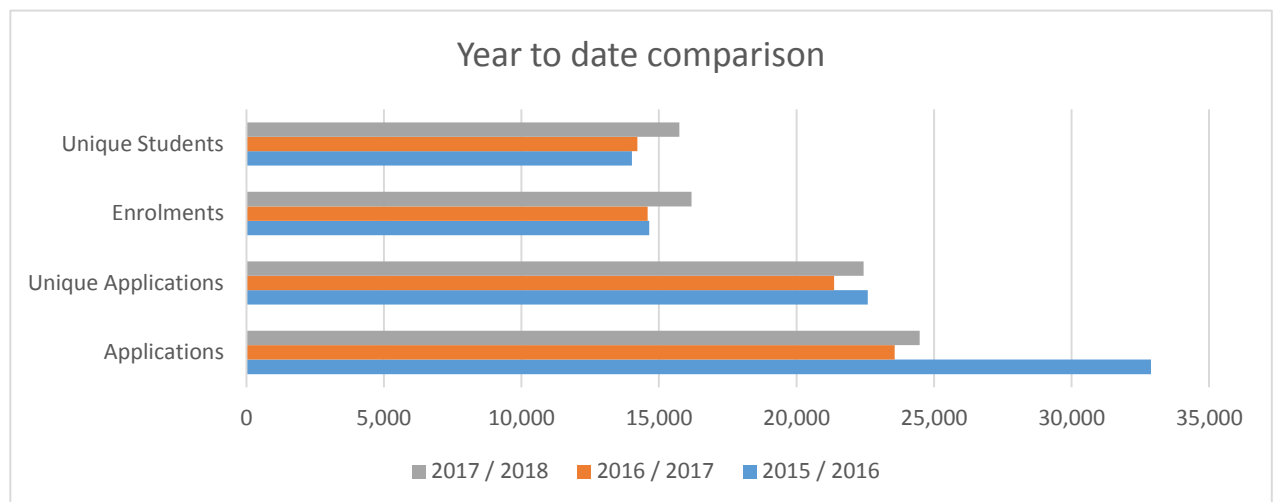
The additional 1,714 Early Years credits were requested by the SFC to enable our local authority partners to meet the workforce development needs of the Scottish Governments 1140 hours commitment.

3. DETAIL

The following section will provide three-year trend data for comparison:

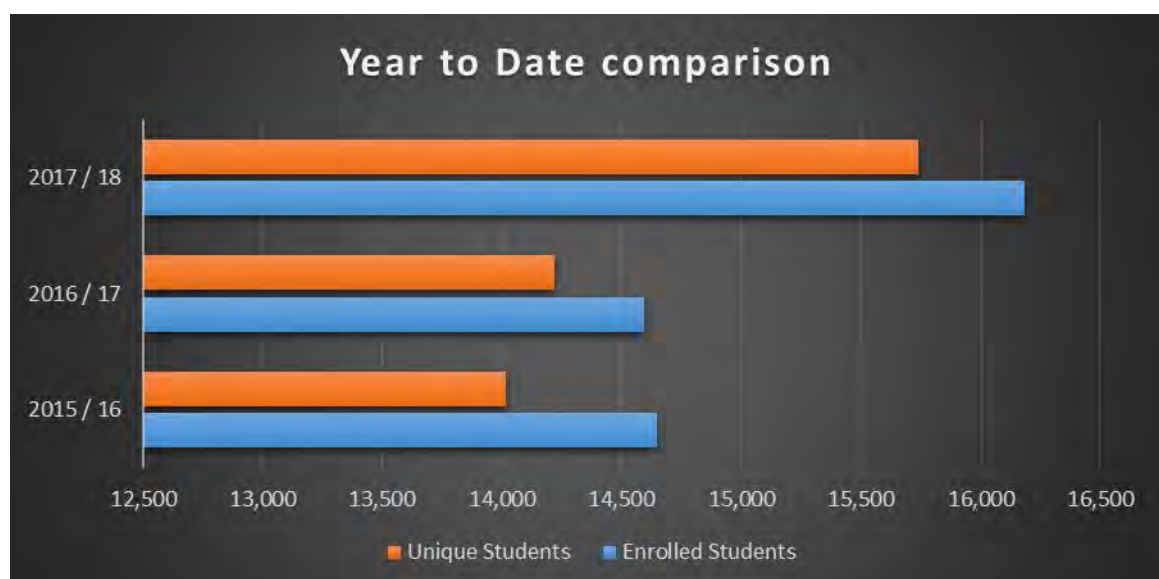
3.1 Applications

AY	Applications	Unique Applications	Enrolments	Unique Students
2015 / 2016	32,887	22,591	14,649	14,016
2016 / 2017	23,563	21,369	14,592	14,221
2017 / 2018	24,473	22,440	16,158	15,742



3.2 Enrolments

AY	Enrolled Students	Unique Students
2015 / 16	14,649	14,016
2016 / 17	14,592	14,221
2017 / 18	16,158	15,742



3.3 Retention*

Mode	Enrolled		Withdrawn		%	
	16/17	17/18	16/17	17/18	16/17	17/18
FT FE	5323	5669	370	229	7.0%	4.0%
PT FE	4966	5287	113	61	2.3%	1.2%
FT HE	3671	3796	127	61	3.5%	1.6%
PT HE	1515	1406	13	15	0.9%	1.1%
Total	15475	16158	623	366	4.0%	2.3%

*16/17 Figures in this chart from 11/11/16

3.4 Credits

AY	Credits
2015 / 16	164,329
2016 / 17	168,544
2017 / 18	172,444



3.5 Headline Figures

Since 27 October 2015, Edinburgh College has seen:

- 10.4% increase in the number of enrolments
- 10.3% increase in the number of unique students
- 3.2% reduction in early withdrawal rates
- 5% increase in the number of credits generated.

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 proactive 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

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, 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 this level of continued growth improves our reputation and helps both Scottish Government and SFC have confidence in the direction of travel of Edinburgh College.

11. EQUALITIES IMPLICATIONS

Not applicable.

CONCLUSIONS/RECOMMENDATIONS

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

FOR INFORMATION / DISCUSSION			
Meeting	Policy & Resources Committee 14.11.17		
Presented by	Christine McDougall		
Author/Contact	Christine McDougall / Colin McLaren	Department / Unit	Estates Services
Date Created	25.10.17	Telephone	-
Appendices Attached			
Disclosable under FOISA		Yes.	

COLLEGE ENERGY EFFICIENCY PARTNERSHIP (CEEP) UPDATE

1. PURPOSE

This paper provides an update on the progress of the College Energy Efficiency Partnership (CEEP) and the works undertaken on behalf of the college by its partner in this project, Ameresco.

2. BACKGROUND

The college participated in a successful tender evaluation project in February 2017 in conjunction with the Scottish Futures Trust, Mott McDonald and four other colleges which led to the appointment of Ameresco as preferred contractor for the complete project. The college entered into a development agreement with Ameresco which led to an Investment Grade Proposal being provided, outlining the projects suitable for implementation by the agreed SFC funding deadline of 31 August 2017.

The college received an offer of funding for the CEEP project which amounted to £2,147,434. This was accepted and the college will provide reports on future carbon emissions to as part of our outcome agreement from 2018 until 2020.

3. PROJECT DETAIL

The Investment Grade Proposal submitted by Ameresco consisted of a number of Energy Saving Measures (ECMs). The ECMS were developed taking cognisance of the best available energy saving and carbon reduction measures which could also be completed by the agreed deadline of 31 August 2017. The measures can be detailed as follows:

- LED lighting and controls
- Main Boiler Replacement for Milton Road Campus
- Combined Heat and Power plant for Granton Campus
- Replacement of electric heating with gas heating for motor vehicle workshops at Sighthill Campus
- Variable Speed Drive (VSD) installation and optimisation of air handling units

- Building Management optimisation of operating schedules
- Heat Exchanger installation to improve hot water supply temperature in the Club Building
- Various time controls on vending, hot water and refrigeration equipment

The ECM measures have all been completed with only final proving, commissioning and training required for the CHP.

4. BENEFITS AND OPPORTUNITIES

As with all energy and carbon reduction measures this project brings several benefits for the college and will provide a platform to further improve the estate in years to come. Immediate benefits include a measured and verified savings guarantee from Ameresco of £200K per annum. A summary of the main benefits of these ECMs are:

- 12% reduction in annual energy costs
- Extended life of and optimisation of existing equipment
- Improved comfort levels for students, staff and visitors
- Introduction of new technologies such as LED lighting and CHP
- Maximisation of energy efficiency measures available
- Verification of savings by independent consultant for a period of one year

5. STRATEGIC IMPLICATIONS

This project sits well with the college's sustainability objectives and blueprint for delivering the strategic plan 2017-22 which highlights sustainability as a key priority within the Estates Transformation Programme.

6. RISK None

7. FINANCIAL IMPLICATIONS

The financial benefits are a guaranteed saving to our energy consumption of £200K with opportunities to improve this figure with careful energy management across the estate.

8. LEGAL IMPLICATIONS None

9. WORKFORCE IMPLICATIONS None

10. REPUTATIONAL IMPLICATIONS None

11. EQUALITIES IMPLICATIONS None

CONCLUSIONS/RECOMMENDATIONS

The Committee is requested to NOTE the detail of the project undertaken by Estates Services in conjunction with Ameresco and the success of the College Energy Efficiency Partnership and the long benefits it will bring to the college.

FOR INFORMATION			
Meeting	Policy & Resources Committee 14.11.17		
Presented by	Lindsay Towns		
Author/Contact	Lindsay Towns	Department / Unit	Executive
Date Created	24.10.17	Telephone	Ext. 67272
Appendices Attached	None.		
Disclosable under FOISA		Yes.	

HORIZON SCANNING UPDATE

1. PURPOSE

To provide the Policy & Resources Committee with an update on significant future issues facing the College.

2. BACKGROUND

This is a regular and important paper to highlight significant future issues.

3. DETAIL

3.1 Pension Increase

The LPS pension fund actuarial valuation will be completed shortly. If this shows an increasing gap in the funding between assets and liabilities there is potential that there will be further increases in employer pension contributions in future years.

3.2 General Data Protection Regulation (GDPR), 25 May 2018: Update on compliance preparations

GDPR is a regulation by which the Council of the European Union (EU) intends to strengthen data protection for all individuals across the whole of the (EU). The GDPR will apply from May 25th, 2018. Failure to comply with the requirements of the General Data Protection Act from May 2018 leaves Edinburgh College open to a range of sanctions, up to and including a maximum fine of €20m or 4% of college turnover (whichever is greater). Edinburgh College employed a dedicated Information Manager in July 2018 to lead preparations for GDPR compliance (as part of a wider brief to enhance the college's approach to Information Management). The Information Commissioner's Office (ICO) has identified 12 key actions to ensure GDPR compliance; recent actions against these steps is discussed below:

- A discrete GDPR preparation project, addressing steps 1-12, will run to May 2018 as part of a broader Information Management change programme now sitting within 5.4 *Edinburgh College Service Improvement Programme* (strategic aim 5 *Effective and Efficient College*);

- Updates will be provided to SMG monthly against 12-step milestone tracker (as per action 1 – awareness);
- Pauline Robertson, of University and Colleges Shared Services, will lead a full GDPR presentation and Q&A at November 9th SMG;
- Two seconded posts will be advertised Friday October 27th to support GDPR preparation: Information Asset Register Administrator (three month post) and Privacy Impact Assessor (six month post). Applications are subject to approval of heads as posts will not be backfilled;
- The recruitment of a Data Protection Officer, as required under GDPR, is anticipated January 2018 as part of a shared services solution facilitated by UCSS: final discussion to take place November 9th in Stirling.
- Information Sharing Protocols, with Edinburgh, Midlothian and East Lothian, are in development & will underpin all information sharing activities.

3.3 Banking Update

Edinburgh College has completed the transfer to the RBS Contract for Local Banking replacing the previous contract agreement with Lloyds. The requirement to transfer to the Government Banking Services contract has been placed on hold by Scottish Government. At a recent meeting RBS explained that along with all other large UK banks and in line with recent legislation they are undergoing a restructure in order to bring into effect ring-fencing. The effect of this is to separate everyday banking services from investment banking, the result being a safer and more resilient operations for ordinary customers like Edinburgh College.

4. BENEFITS AND OPPORTUNITIES

It is good practice to monitor all areas of performance that can impact on the College's viability.

5. STRATEGIC IMPLICATIONS

Content may affect strategic objectives.

6. RISK

Content assists monitoring College's risk and financial performance.

7. FINANCIAL IMPLICATIONS

Inherent within content.

8. LEGAL IMPLICATIONS

Content refers to legal issues.

9. WORKFORCE IMPLICATIONS

Content refers to workforce issues.

10. REPUTATIONAL IMPLICATIONS

None.

11. EQUALITIES IMPLICATIONS

None.

CONCLUSIONS/RECOMMENDATIONS

Members are asked to DISCUSS and NOTE the paper.