

**West Lothian College  
Finance and General Purposes Committee  
Thursday 23 February 2017 at 9.30 am**

<b>Agenda</b>	<b>Paper</b>	
17.00	Welcome/Apologies	
17.01	Declarations of Interest	
17.02	Minute of Meeting of 24 November 2016	1
17.03	Matters Arising from Minute of Meeting of 24 November 2016	2
17.04	Organisational Well-being –	
	(i) Human Resources Report	3
	(ii) Employers Association Update - verbal	
17.05	Financial Progress –	
	(i) January 2017 Management Accounts	4
	(ii) Capital Update	5
	(iii) Income Generation Report	6
17.06	College Key Performance Indicators (KPIs) 2016-17	7
17.07	Complaints Report 1 November 2016 – 31 January 2017	8
17.08	Self-Evaluation of Committee	9
17.09	Any Other Business	
17.10	Review of Meeting, Supporting Papers and Training Needs	
17.11	Date of Next Meeting: Tuesday 15 June 2017	

## West Lothian College

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### Finance & General Purposes Committee

**Draft** minute of Meeting of the Finance & General Purposes Committee held on **Thursday 24 November 2016 at 9.30am** in the Barbour Suite, in the College.

Present: Morag McKelvie (Chair)  
Alex Linkston  
Frank Gribben  
Richard Lockhart  
Angela Bell  
Mhairi Harrington

In attendance: Joanna Paterson - Secretary to the Board  
Jennifer McLaren - Assistant Principal, Curriculum Support & Finance  
George Hotchkiss – Assistant Principal, Curriculum & Innovation  
Colin Miller - Head of Essential Skills and Progression  
Derek O’Sullivan – Senior HR Business Partner (item 16.36)

#### **16.32 Welcome/Apologies**

The Chair welcomed everyone to the meeting.

No apologies had been received.

#### **16.33 Declarations of interest**

There were no declarations of interest.

#### **16.34 Minute of Meeting of 18 August 2016**

The Minute of the meeting of 18 August 2016 was approved as a correct record.

#### **16.35 Matters Arising from Minute of Meeting of 18 August 2016**

Members noted paper 2 detailing actions duly completed following the meeting of 18 August 2016.

It was noted that in relation to action 1 the anomaly of the treatment of the loan had been raised with the external auditors as a possible issue to raise in the annual report, but had not been pursued by them.

In relation to action 2 the Principal confirmed that she had written to the Funding Council raising the funding issues associated with delivery above targets. Although their response had not signalled any specific movement in this area it was an issue that continued to be raised in various discussions and negotiations with them.

It was agreed that it was useful to continue to raise this and other anomalous issues that affected the College either in relation to funding or the way that performance information was recorded.

There were no other matters arising that were not otherwise on the agenda.

### **16.36 Organisational Well-being**

#### **(i) Human Resources Management Report**

The Senior HR Business Partner presented the report covering the period to end September 2016.

It was agreed that it would be helpful to confirm for the next meeting that the reported turnover rate did not include employees on temporary contracts as this would give a distorting effect.

#### **Action 1: Senior HR Business Partner**

It was agreed that it was useful to see the information on absence rates presented in comparison both with other colleges and an education sector average.

There was some discussion of the feedback on the new Occupational Health Service. Early indications were that the service was running well with a good balance of support to individuals and pragmatic advice to managers.

The Committee noted that the reported KPIs were based on the standard set in the framework agreement established for the contract. It was agreed that it would be useful to consider some other qualitative measures to gauge the impact of the service including managers' views.

#### **Action 2: Senior HR Business Partner**

It was noted that there would be a slightly fuller report on case resolution in the next report that should help to give members a sense of the approach taken and quality of the service, whilst respecting confidentiality given the small numbers involved.

In relation to the recruitment process it was noted that posts were now being advertised on the myjobscotland portal and that this was beneficial both in terms of the visibility of posts and streamlining the recruitment process.

It was noted that early feedback from the revised recruitment and selection process which was being trialled was very positive.

The Committee noted that the equality and diversity monitoring survey was being re-issued to all staff within the next week and would be issued from management and supported by the Trade Unions to achieve increased information which would in turn allow more meaningful monitoring.

It was agreed that future reports should make reference to all protected characteristics even if data was not included in the reports given the small numbers likely to be involved and associated data protection issues.

### **Action 3: Senior HR Business Partner**

It would also be helpful to make appropriate read-across to the consultation work on equalities that was currently being taken forward.

The Committee noted in summary that the new HR business model and team was bedding in well and that improvements were now being seen in a number of areas. The Committee agreed to note the report and the various initiatives that were being taken forward.

### **(ii) Employers Association Update**

Alex Linkston provided an update to the Committee on the work of the Employers' Association including the longer term agenda around the Workforce of the Future as well the current position in relation to pay negotiations.

The Committee noted that the offer from the Employers' Association had been rejected following a recent UNISON ballot and that the Association would now be meeting to discuss how to move things forward.

## **16.37 Financial Progress**

### **(i) Annual Report & Financial Statements 2015-16**

Assistant Principal, Curriculum Support & Finance presented the annual financial statements for the financial year 2015-16.

The Committee noted that there were several changes to the presentation of the accounts resulting from the adoption of the new Statement of Recommended Practice (SORP) and Financial Reporting Standards FRS102 as well as compliance with the Government Financial Reporting Manual (FReM).

A copy of the figures laid out as in the management accounts format was circulated to members to demonstrate that the College had achieved a trading surplus when the impact of the pension revaluation was stripped out.

The Committee noted the arguments set out supporting the proposal to adopt the Accruals Model and agreed that the accounts should be presented on this basis.

Members noted the challenges associated with the presentation requirements and the explanations that had been provided within the accounts to assure stakeholders and other readers of the accounts that the College was operating on a sound financial basis.

It was agreed that paragraph 10 of the Annual Report ('Going Concern') should be strengthened in two ways: one, to make reference to the auditors' opinion supporting the Board's assessment that the College was operating on a going concern basis, and secondly to make explicit reference to 'capital' in relation to deferred Government Grant.

#### **Action 4: Assistant Principal, Curriculum Support & Finance**

The Committee agreed to recommend approval of the annual financial statements to the Audit Committee.

It was agreed that it would be helpful for Committee members to be supportive in response to questions or concerns at the Board meeting and to help explain the nature of the presentational challenge that was being faced.

The Committee expressed their appreciation to the Finance Team for the work that had gone into the presentation of the accounts and the explanations that been included as part of the report.

#### **(ii) Reconciliation of Forecast Outturn**

Assistant Principal, Curriculum Support & Finance presented the reconciliation of the final outturn for 2015-16 with the forecast as presented to the last meeting of the Committee.

The Committee agreed to note the report.

**(iii) October 2016 Management Accounts**

Assistant Principal, Curriculum Support & Finance presented the Management Accounts for the three month period ended 31 October 2016 and a forecast for the year to end July 2017.

It was noted that it was still early in the financial year and there were no particular variances that were of concern at this stage.

The Committee agreed to note the accounts.

**(iv) Additional Capital Maintenance Funding 2016-17**

Assistant Principal, Curriculum Support & Finance presented a report detailing additional capital maintenance funding of £0.251 million which had been received.

The Committee noted that this funding was to be used to support maintenance needs and where possible the work should be carried out by local contractors and goods sourced from locally based businesses.

Members noted the various projects that were being considered. There was some discussion about possible options for improving car parking. It was recognised that action to deal with potential health and safety issues associated with car parking would be a priority.

The Committee agreed to note the report, and that there would be a further update at the next meeting.

**(v) Income Generation Report**

Assistant Principal, Curriculum & Innovation presented the Income Generation Report.

It was noted that various initiatives were being taken forward in partnership with the NHS and agreed that this was a helpful long-term approach given their strategic importance. It was noted that there was a possibility of additional activity in this area associated with the Apprenticeship Levy.

Members noted that the option to bid for the delivery of education and skills in prisons had been explored but not pursued.

The continued progress in international work was highlighted. It was noted that the impact of Brexit on Erasmus supported programmes would be significant.

Members noted that the College had won a national award for Advancing Equalities for the work in the international field and the priority given to students who would not otherwise have the opportunity for an international visit. It was agreed that it would be useful for this approach and the results achieved to be written up and further publicised.

The Committee agreed that this was a very positive report and noted the various updates provided.

**(vi) College Certificate (Credit Claim)**

Assistant Principal, Curriculum Support & Finance presented the certificate showing the College's Credit claim for academic year 2015-16.

The Committee noted the report.

**16.38 College Key Performance Indicators (KPIs) 2015-16**

Assistant Principal, Curriculum Support & Finance introduced Paper 10 which showed both financial and non-financial performance indicators for 2013-14 to 2015-16. The Assistant Principal, Curriculum & Innovation reported on the non-financial indicators.

In relation to non-financial indicators, there was some discussion of the figures in relation to withdrawals. It was recognised that this was a complex area with many potential reasons for students withdrawing from courses. Financial hardship was one of the main issues that influenced withdrawal and the ways in which welfare advice and support was provided, including the contribution of the Student Association in this area, was one of the aspects that would be further explored.

The Committee agreed to note the report.

**16.39 Quarterly Complaints Report**

Head of Service STEM and Employer Engagement presented the quarterly complaints report. Members noted that the report would in future be reported also to the internal Skills and Progression Committee, allowing for any emerging themes to be picked up there.

The Committee agreed to note the report.

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### 16.40 Any Other Business

It was noted that the chair would not be able to attend the December Board meeting and agreed that Frank Gribben would present the report in her absence.

The Committee noted that there was no reply as yet from the Scottish Government in relation to the new Board appointment but it was hoped this would come through in time for the December Board.

There were no other items of business.

### 16.41 Review of Meeting, Supporting Papers & Training Needs

The Committee were content with the meeting, the information received and supporting papers presented.

### 16.42 The next scheduled meeting would take place on 23 February 2017 at 9.30am.

**Note:** There were no matters discussed during the meeting, during which Members declared any conflict of interest, or the Secretary to the Board was aware from the Register of Interests that discussion could give rise to such a conflict.

Signed .....  
Chair, Finance & General Purposes Committee

Date .....



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### Finance & General Purposes Committee

Action update from the Finance & General Purposes Committee Meeting of 24 November 2016

**Action 1 – HR Business Partner – Organisational Well-being – HR Report** – To confirm at the next meeting that the reported turnover rate did not include employees on temporary contracts as this would give a distorting effect.

#### Verbal Update

**Action 2 – HR Business Partner - Organisational Well-being – HR Report - KPIs** – It was agreed that it would be useful to consider some other qualitative measures to gauge the impact of the service including managers views.

#### Verbal Update

**Action 3 – HR Business Partner - Organisational Well-being – HR Report** - It was agreed that future reports should make reference to all protected characteristics even if the data was not included in the reports given the small numbers likely to be involved and associated data protection issues.

#### Completed

**Action 4 – Assistant Principal, Curriculum Support & Finance - Annual Report & Financial Statements** – it was agreed that paragraph 10 of the Annual Report – going concern – to be strengthened in two ways. One, to make reference to the auditors' opinion supporting the Board's assessment that the College was operating on a going concern basis, and secondly to make explicit reference to 'capital' in relation to deferred Government Grant.

#### Verbal Update

#### **Action from Audit Committee meeting 1 December 2016**

During discussion, the Committee agreed to ask the F&GP Committee if there were other approaches that could be considered to provide Board members with a suitable overview of HR issues – Action: Board Secretary

Following discussions with the Chair ahead of this meeting it was thought that the most useful response might be to confirm the current reporting arrangements which are as follows:

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- Discussion of the regular HR reports is included in the minutes of the meeting.
- Key points are highlighted by the Chair in giving their report to the Board.
- Reports on relevant issues from the national pay negotiations are reported by the Chair or Chief Executive to the Board.
- Copies of the HR report are available to all Board members to access on Moodle.
- All Board members are welcome to attend meetings of the Committee.

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### Finance & General Purposes Committee

#### Human Resources Report – 1 October 2016 – 31 December 2016

#### Recruitment

For the period 1 October to 31 December 2016, 17 vacancies were dealt with.

Recruitment for the following staff vacancies was underway or completed (highlighted & indicated posts used the *myjobscotland* Recruitment portal which was introduced at the end of October 2016):

Lecturing:

Post	Centre	Number of Applicants	Number of applicants interviewed	Recruited to	Advertised
Temporary Lecturer - Events	Business and Creative	6	4	Yes	External
Temporary Depute Centre Manager	Hospitalities and Communities	6	4	Yes	Internal
Temporary Lecturer – CAD	Construction and Motor Vehicle	5	2	Yes	External – My Job Scotland
Temporary Lecturer – Danish	Commercial and Enterprise	1	1	Yes	External – My Job Scotland
Temporary Lecturer – Portuguese	Commercial and Enterprise	2	2	Yes	External – My Job Scotland

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Support:

<b>Post</b>	<b>Centre</b>	<b>Number of Applicants</b>	<b>Number of applicants interviewed</b>	<b>Recruited to</b>	<b>Advertised</b>
WBA – Social Science and Healthcare	Workforce Development	5	5	Yes	External
WBA – Professional Cookery	Workforce Development	1	1	Yes	Internal
CHSTU Trainer – Glasgow and Edinburgh	Children’s Hearings Scotland	6	6	Yes	External
CHSTU - Administrator	Children’s Hearings Scotland	1	1	Yes	External
Catering Assistant	Estates and ICT	4	4	Yes	Internal
Cleaning Operative	Estates and ICT	7	4	Yes	External
Receptionist/Administrator	Quality and Learner Services	53	4	Yes	External
Student Enrolment Co-ordinator	Quality and Learner Services	46	6	Yes	External
Marketing Assistant	Quality and Learner Services	38	8	In process	External – My Job Scotland
WBA – Children and Young People	Workforce Development	1	1	Yes	External – My Job Scotland
Hospitality Assistant	Hospitalities and Communities	1	1	Yes	Internal – My Job Scotland
Engineering Technician	Computing and Engineering	5	4	In process	External – My Job Scotland

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Recruitment for the role of Assistant Principal (Curriculum & Enterprise) was also undertaken, supported by an external Recruitment provider. 5 candidates were interviewed and the post has been successfully recruited to, pending all standard pre-employment checks. All members of the Nominations Committee were involved in the selection and recruitment process with the Chair of the Board Chairing the interview panels over two days.

### New Starts

12 new members of staff joined the college between 1<sup>st</sup> October and 31<sup>st</sup> December 2016.

Job Title	Start Date
Cleaning Operative	19-Oct-16
Work Base Assessor - Sessional	24-Oct-16
Catering Assistant	07-Nov-16
Admin Assistant - CHSTU	14-Nov-16
Temp Work Based Assessor	21-Nov-16
Trainer CHSTU X 2	28-Nov-16
Temp Work Based Assessor	28-Nov-16
Health & Safety Officer	28-Nov-16
Cleaning Operative	05-Dec-16
Temp Lecturer Construction	19-Dec-16
Student Advice & Enrol Co-ordinator	19-Dec-16

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### Leavers

There were 10 leavers.

<b>Date of Leaving</b>	<b>Function</b>	<b>Post</b>
09-Oct-16	Facilities Management	Cleaning Operative
28-Oct-16	Facilities Management	Catering Assistant
03-Nov-16	Executive	Assistant Principal
05-Nov-16	Hospitality & Communities	Kitchen Assistant
09-Nov-16	College Administration	MA – Office Assistant
13-Nov-16	Facilities Management	Cleaning Operative
27-Nov-16	H&S Care Social S & S	Temp Lecturer
30-Nov-16	Business & Creative	Lecturer - Creative
06-Dec-16	Construction & Motor Vehicle	Temp Lecturer
31-Dec-16	Workforce Development	Work Based Assessor

### Employee Turnover

The employee turnover for this period was 0.87%. This is a slight increase from the same period last year which was 0.38%. This represents a low level of employee turnover which could be expected due to natural wastage. The figure includes leavers due to expiry of a fixed term contract (temporary staff).

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### Staff Absence

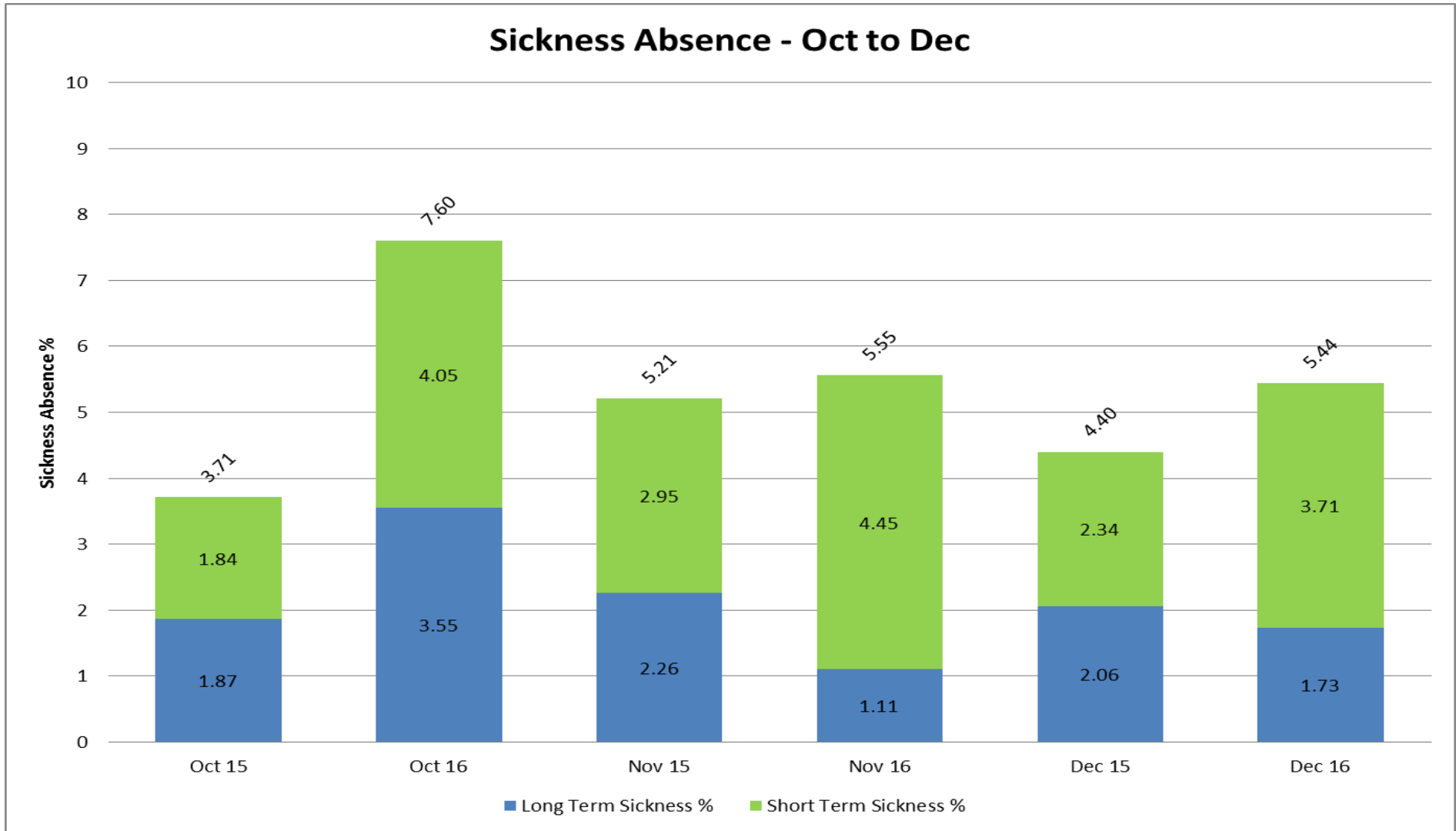
The absence figures for 1<sup>st</sup> October to 31<sup>st</sup> December 2016 are as follows:

Month	Long Term Sickness		Short Term Sickness		Total	
	%	Days	%	Days	%	Days
October	3.55	189	4.05	216	7.60	405
November	1.11	59	4.45	237	5.55	296
December	1.73	92	3.71	198	5.44	290

The following charts show absence trends in further detail:

**Sickness Absence – Oct to Dec** chart: Shows month on month absence trend compared to previous year.

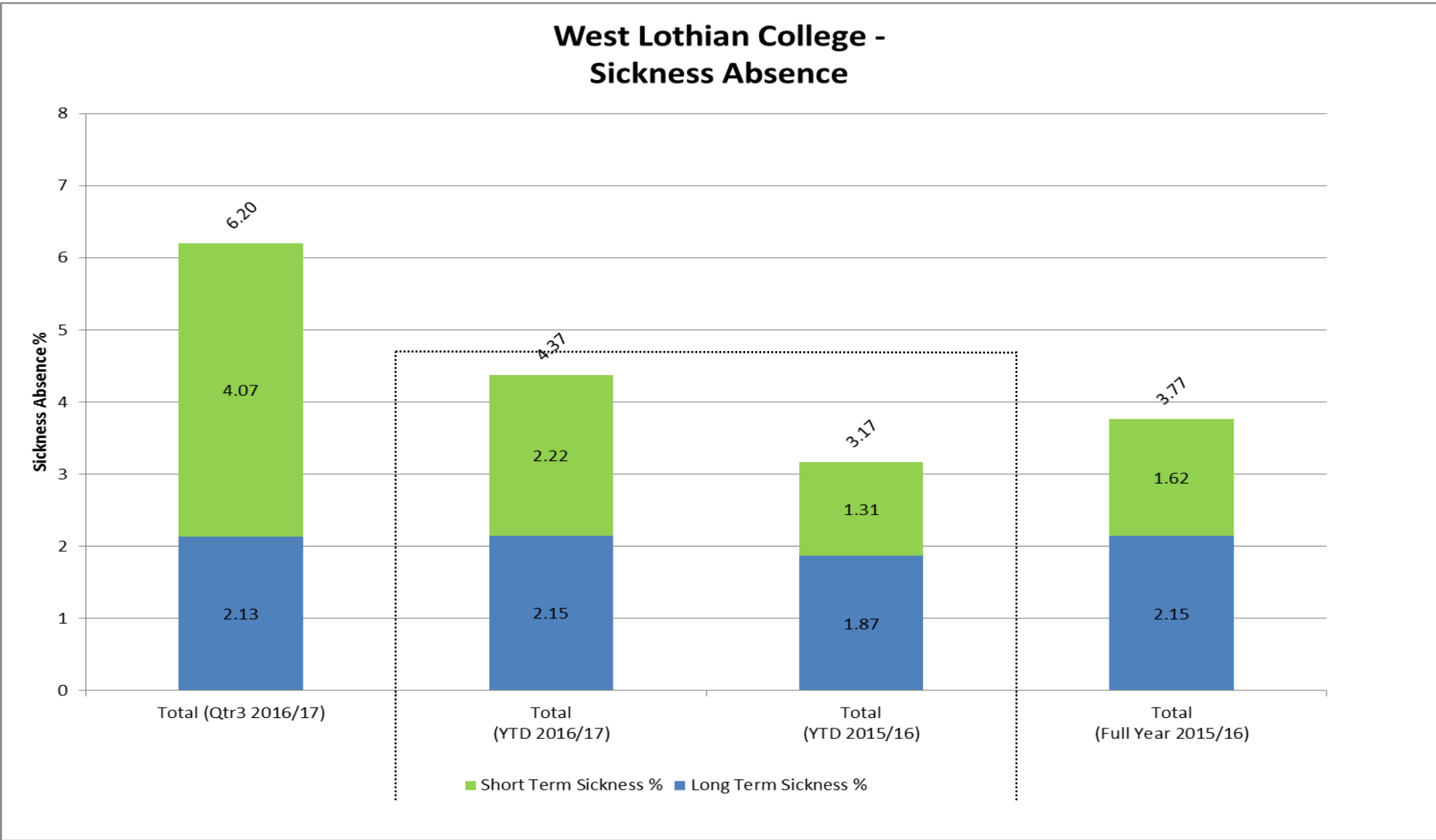
**West Lothian College – Sickness Absence** chart: The first bar shows absence for current Quarter (October – December 2016), the second and third bar shows absence for the current Fiscal Financial Year (April – December) for 2016 and 2015 respectively for comparison, the fourth and final bar shows total absence for the entire previous Fiscal Financial Year (April 2015 – March 2016). This allows year-on-year comparisons to be made.





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The total absence percentage for the three month period October to December 2016 is 6.20% which is a 1.76% increase on the figure of 4.44% for the same period in 2015, primarily due to high levels of short term sickness absence.

For the Year to Date period April – December, this current year's figure is 4.37%, which is a 1.2% increase on the figure of 3.17% for the same time period in 2015.

For reference, the table below shows the absence rate of other Colleges compared to West Lothian College, together with a CIPD national benchmarking figure:

<b>College</b>	<b>Absence Rate (%) – Apr 15 to Mar 16</b>
West College Scotland	4.6
Shetland College	4.3
Dumfries and Galloway College	4
<b>West Lothian College</b>	<b>3.77</b>
North East Scotland College	3.29
Forth Valley College	2.4
Borders College	2
<b>National Benchmarking</b>	<b>Absence Rate (%)</b>
CIPD Absence Management Survey 2016 – Education Sector average	3.9

HR Business Partners meet Centres'/Departments' management bi-monthly to review sickness absence to ensure appropriate management action is taken, as well as providing advice and guidance on an ongoing basis.

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Absence reports are sent out to the Centre Heads/Deputes monthly. The reports show absence episodes for the previous 6 months for all staff in the Centre, assisting in appropriate management action being taken, in line with the College's Absence Management Policy.

Attendance Management training for Centre Heads/Deputes has been delivered.

### Leave of Absence

The main reasons for Leave of Absence (in terms of the number of instances rather than the number of days) over the three month period were:

- Bereavement
- Family Care
- Hospital and other medical Appointments
- Attending a Funeral
- Jury Duty

The total numbers of days granted this period were:

Month	Leave of Absence	
	%	Days
October	1.10	58
November	1.33	71
December	1.42	76

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### Occupational Health

Activity and performance information is shown in the table below:

	KPI Target	October 2016	November 2016	December 2016
Pre-employment screening		8	3	0
Consultations		7	4	0
KPI performance (number of working days for completion of consultation)	5.0	5.0	3.8	N/A

## West Lothian College

### **Disciplinary & Grievance**

Four investigations under the Disciplinary Procedure commenced.

Two hearings under the Disciplinary Procedure took place.

### **Employee Relations**

One joint JNCC meeting took place. Changes were made by the EIS to their nominated representatives and management also made changes to the membership of this Committee.

### **Policies and Procedures**

The Flexible Working Policy and Protection of Employment Policy are being consulted upon with Trade Unions. Changes proposed to both are to ensure compliance with legislative changes.

The Recruitment & Selection Policy is also being consulted upon with Trade Unions, following changes made to the recruitment processes.

Core HR policies, as per the *National Bargaining – Contractual Effect of National Collective Agreements* circular, cannot be reviewed locally at present as these discussions are to take place at the national level.

### **Operational Matters**

The revised Recruitment and Selection processes are now fully in place and all posts are advertised via the *myjobscotland* Recruitment portal.

## **West Lothian College**

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A College Staff Experience Survey, 'Welcome Your Views', will be undertaken during week commencing 13 February 2017.

### **Equalities Monitoring**

A set of reports for the three months October to December 2016 is attached.

An Equality & Diversity monitoring survey was re-issued to all staff in November 2016. Returns increased the College's Equalities monitoring data.

**Derek O'Sullivan**  
Senior HR Business Partner  
16 February 2017

**by Gender, Disability, Ethnicity, Nationality and Age  
Equality Monitoring and Analysis - 1 October to 31st December 2016**

**by Gender, Disability, Ethnicity, Nationality, Age, Religion and Sexual Orientation**

1. Local population:	175,100
2. Number of Posts Advertised:	16
3. Number of Applications:	89
4. Number of Applications Interviewed:	41
5. Number of Appointments:	18
6. Workforce:	368
7. Leavers (retiral, resignation, severance)	10

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Staff Turnover (% of Leavers) Retiral/Resignation/ Severance		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<b>Gender*</b>												
Male	85550	48.86	30	33.71	10	24.39	5	27.78	2	20.00	123	33.42
Female	89550	51.14	57	64.04	31	75.61	13	72.22	8	80.00	245	66.58
Not Disclosed	-	-	2	2.25	0	0.00	0	0.00	0	0.00	0	
<b>Disability*</b>												
All	32448	18.53	0	0.00	0	0.00	0	0.00	0	0.00	15	4.08
Male	14442	44.51	0	0.00	0	0.00	0	0.00	0	0.00	2	0.54
Female	18006	55.49	0	0.00	0	0.00	0	0.00	0	0.00	13	3.53
Not Disclosed	-	-	2	2.25	0	0.00	0	0.00	0	0.00		

\*Source: 2011 Census

The 2011 Census disabled figures are not a direct comparison with the College's disabled employees, as the census records people with 'limiting long term illness'

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Staff Turnover (% of Leavers)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<b>Ethnicity</b>												
White	170850	97.57	84	94.38	40	97.56	17	94.44	8	80.00	198	53.80
Indian	641	0.37	0	0.00	0	0.00	0	0.00	0	0.00	1	0.27
Pakistani	1402	0.81	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Bangladeshi	11	0.01	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
South Asian Other	371	0.21	1	1.12	0	0.00	0	0.00	0	0.00	0	0.00
Chinese	498	0.28	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Black Caribbean	118	0.07	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Black African	445	0.25	0	0.00	0	0.00	0	0.00	0	0.00	1	0.27
Black Other	12	0.01	0	0.00	0	0.00	0	0.00	0	0.00	1	0.27
Mixed	534	0.3	1	1.12	0	0.00	0	0.00	0	0.00	1	0.27
Other	218	0.12	1	1.12	1	2.44	1	5.56	0	0.00	0	0.00
Not Disclosed	-	-	2	2.25	0	0.00	0	0.00	2	20.00	166	45.11

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Staff Turnover (% of Leavers)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<b>Nationality*</b>												
British	165284	94.4	73	82.02	40	97.56	17	94.44	10	100.00	178	48.37
Irish	510	0.29	0	0.00	0	0.00	0	0.00	0	0.00	1	0.27
Rest of Europe	5112	2.92	11	12.36	0	0.00	0	0.00	0	0.00	6	1.63
Elsewhere **	3646	2.08	5	5.62	1	2.44	1	5.56	0	0.00	17	4.62
Not Disclosed	548	0.31	0	0.00	0	0.00	0	0.00	0	0.00	166	45.11

\*Source: 2011 Census

\*\* Includes dual nationality in addition to elsewhere



	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Staff Turnover (% of Leavers)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<b>Age</b>												
16-29	29924	17.09	33	37.08	6	14.63	2	11.11	1	10.00	25	6.79
30-49	52973	30.25	34	38.20	21	51.22	12	66.67	4	40.00	171	46.47
50-64	32881	18.79	16	17.98	11	26.83	4	22.22	4	40.00	145	39.40
65-74	14373	8.21	0	0.00	0	0.00	0	0.00	1	10.00	22	5.98
74+	9514	5.43	0	0.00	0	0.00	0	0.00	0	0.00	5	1.36
Not Disclosed	35435	20.23	6	6.74	3	7.32	0	0.00	0	0.00	0	0.00

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Staff Turnover (% of Leavers)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<b>Religion</b>												
Buddhist	232	0.13%	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Christian	91280	52.13%	21	23.60	9	21.95	3	16.67	0	0.00	76	20.65
Hindu	366	0.21%	0	0.00	0	0.00	0	0.00	0	0.00	1	0.27
Jewish	66	0.04%	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Muslim	1746	1.00%	1	1.12	0	0.00	0	0.00	0	0.00	0	0.00
Sikh	86	0.05%	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Other	429	0.25%	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
No Religion	70338	40.17%	50	56.18	23	56.10	10	55.56	8	80.00	89	24.18
Not Disclosed	10557	6.03%	17	19.10	9	21.95	5	27.78	2	20.00	202	54.89

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Staff Turnover (% of Leavers)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<b>Sexual Orientation**</b>												
Bi-Sexual	0		4	4.49	1	2.44	0	0.00	0	0.00	1	0.27
Gay Man	0		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Gay Woman/Lesbian	0		0	0.00	0	0.00	0	0.00	0	0.00	2	0.54
Heterosexual/Straight	0		78	87.64	37	90.24	18	100.00	7	70.00	170	46.20
Other	0		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Not Disclosed	0		7	7.87	3	7.32	0	0.00	3	30.00	195	52.99

\*\* This data was not gathered in the 2011 census.

**West Lothian College**

23 February 2017

**Finance & General Purposes Committee****January 2017 Management Accounts****Introduction**

The January 2017 Management Accounts shows comparisons of actual with budget income and expenditure for the six-month period ended 31 January 2017 and a forecast for the year to 31 July 2017.

**Financial Results**

The net trading position at 31 January 2017 is:

	<b>Actual £'000</b>	<b>Budget £'000</b>	<b>Variance £'000</b>
Income	7,565	7,929	-364
Expenditure	6,688	7,059	+371
Trading Surplus/(Deficit)	877	870	+7
Net I&E Transfer Surplus/(Deficit)	869	871	-2
Net I&E Transfer % of Income	11.5%	11.0%	+0.5%

The forecast outturn for the year to 31 July 2017 is:

	<b>Forecast £'000</b>	<b>Budget £'000</b>	<b>Variance £'000</b>
Income	15,015	14,579	+436
Expenditure	14,373	14,255	-118
Trading Surplus /(Deficit)	642	324	+318
Net I&E Transfer Surplus/(Deficit)	483	158	+325
Net I&E Transfer % of Income	3.2%	1.1%	+2.1%

The most significant variances are detailed below:

<b>Analysis of Income Variances</b>	<b>To Date £'000</b>	<b>Forecast £'000</b>
Grant In Aid	-	84
Fees	(330)	125
Skills Development Scotland (SDS) Contracts	20	67
Income Generation	(6)	-
European Funds	(38)	-
Other income	18	2
Other Scottish Funding Council (SFC) funding	(28)	158
	(364)	436

**West Lothian College**

23 February 2017

Analysis of Expenditure Variances	To Date £'000	Forecast £'000
Salary costs	99	103
Teaching Centres supplies	49	(2)
Teaching Support supplies	42	5
Administration supplies	44	-
Commercial & Enterprise supplies	52	15
Other Activity supplies	30	(13)
Estates & Catering supplies	55	(226)
	371	(118)

**Comment on Specific Variances:**

Teaching Centres	To Date £'000	Forecast £'000
	-195	+75
<b>Areas of Concern</b>	Temporary lecturer costs	

Full-time HE fees are currently £22k better than budget and part-time fees £30k better than budget. Napier and Queen Margaret Universities are still to be invoiced for their articulation students estimated at £239k (usually agreed and invoiced in February) as are a further £74k of fees relating to various contracts.

Staff costs are £32k higher than budget and this is forecast to rise to £67k higher by the end of July. This is based on discussions with Centre Heads and includes a saving of £210k on permanent lecturing costs and an overspend of £252k on temporary lecturing costs. Reasons for the temporary lecturer overspend include sickness cover, permanent staff leaving, additional activities and residual costs of summer schools.

Supplies budgets are currently £49k underspent which includes a credit of £98k from bursary funds. Supplies budgets are expected to outturn £2k worse than budget by the year-end.

Teaching Support	To Date £'000	Forecast £'000
	+34	-8
<b>Areas of Concern</b>	None	

This category is on target

**West Lothian College**

23 February 2017

<b>Administration</b>		To Date £'000	Forecast £'000
		+96	+83
<b>Areas of Concern</b>	None		

Staff cost savings are expected in this category as a result of gaps in the appointment of the Assistant Principal and Marketing Assistant posts.

<b>Commercial &amp; Enterprise</b>		To Date £'000	Forecast £'000
		+9	+187
<b>Areas of Concern</b>	Workforce Development contracts Short course fees		

The outturn on this category depends on workforce contracts and short course income targets being met. The latest projections by the Head of Centre, Commercial & Enterprise support that these targets will be achieved. SDS income is expected to exceed budget by £67k as a result of an increase in allocation for the Modern Apprentice contract and Napier BA Management enrolments of £81k are still to be agreed and invoiced.

Salaries are forecast to out-turn £106k below budget by the year-end as a result of savings in Commercial & Enterprise Centre and Children's Hearings Scotland staffing.

<b>Other Activities</b>		To Date £'000	Forecast £'000
		+10	-21
<b>Areas of Concern</b>	None		

Salaries are expected to outturn £5k higher than budget mainly due to the appointment of a Special Projects Co-ordinator for the Erasmus projects.

Supplies costs are expected to outturn £13k higher than budget which includes £3k for a replacement dishwasher in the training restaurant.

<b>Estates</b>		To Date £'000	Forecast £'000
		+53	+2
<b>Areas of Concern</b>	Additional SFC grant spend		

SFC has allocated an additional £252k capital/estates funding to the College for FY 2016-17. The College has requested this be allocated £25k to capital to support server replacement at the Council ICT facility and £226k to

**West Lothian College**

23 February 2017

revenue to support estates improvement work. Both amounts must be spent by the end of March 2017 to qualify for draw down.

<b>Restructuring</b>	To Date £'000	Forecast £'000
	-18	-18
<b>Areas of Concern</b>	None	

The College has settled one employment tribunal claim and made statutory redundancy payments to two members of staff in the year to date.

<b>Deferred Grant and Depreciation</b>	To Date £'000	Forecast £'000
	+0	+0
<b>Areas of Concern</b>	None	

As a result of the revaluation of fixed assets for the 2014/15 annual accounts, the depreciation charge going forward will exceed the amount released from Deferred Capital Grants. The excess depreciation will be covered by a release from the Revaluation Reserve.

<b>Student Funds</b>	To Date £'000	Forecast £'000
	+0	+0
<b>Areas of Concern</b>	None	

The College was allocated £2,800k in student funds for academic year 2016-17 (excluding EMA) with a further £14k from the SFC/ESF project. Early projections indicated that the College would require a further £150k to meet its commitments to students this year, and a bid for this amount has been accepted in full, as part of the annual SFC in-year redistribution exercise.

In meeting the College's request for additional funds, SFC has increased the amount of grant available for drawdown between August and March this year which will avoid the usual shortfall experienced as a result of fiscal year cash restrictions. It was estimated that the shortfall at March this year would have been £273k.

<b>Investment Funds</b>	To Date £'000	Forecast £'000
	+0	+0
<b>Areas of Concern</b>	None	

This category is on target

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<b>Pension Funds</b>		To Date £'000	Forecast £'000
		+0	-118
<b>Areas of Concern</b>	None		

Pension figures in the accounts are based on the forecast in the actuarial report for the July 2016 accounts.

**Balance Sheet, Cash Flow and Capital Expenditure**

The Balance Sheet and Cash Flow forecast as at 31 January 2017 are appended. Net current assets are currently £103k positive but are expected to outturn £353k negative at the year-end.

The cash balance forecast at end of July takes into account that £60k (25%) of funding for the SFC ESF project for AY 2016-17 will not be paid until after the July year-end.

It should be noted that although these accounts forecast a College Surplus which is £300k above target, £135k above would be required to make good the deficit movement in last year's Trading Activities reserve.

**Jennifer McLaren**

Assistant Principal, Curriculum Support & Finance  
23 February 2017

WEST LOTHIAN COLLEGE  
MANAGEMENT ACCOUNTS  
JANUARY 2017

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	2016/17 BUDGET £'000	As at 31 January 2017			Forecast to 31 July 2017		
		ACTUAL £'000	BUDGET £'000	VARIANCE £'000	ACTUAL £'000	BUDGET £'000	VARIANCE £'000
<b>SUMMARY</b>							
<b>INCOME</b>							
GRANT IN AID	9,676	4,838	4,838		9,760	9,676	+84
FEES	2,086	1,523	1,853	-330	2,211	2,086	+125
SDS CONTRACTS	513	285	265	+20	580	513	+67
INCOME GENERATION	1,119	552	558	-6	1,119	1,119	
EUROPEAN FUNDS	73	18	56	-38	73	73	
OTHER INCOME	570	326	308	+18	572	570	+2
OTHER SFC FUNDING	542	23	51	-28	700	542	+158
<b>TOTAL INCOME</b>	<b>14,579</b>	<b>7,565</b>	<b>7,929</b>	<b>-364</b>	<b>15,015</b>	<b>14,579</b>	<b>+436</b>
<b>EXPENDITURE</b>							
<b>SALARIES</b>							
Teaching Centres	5,426	2,701	2,669	-32	5,493	5,426	-67
Teaching Support	943	475	467	-8	956	943	-13
Administration	1,487	690	744	+54	1,404	1,487	+83
Commercial & Enterprise	1,844	841	928	+87	1,738	1,844	+106
Other Activities	100	54	49	-5	108	100	-8
Estates	743	364	367	+3	741	743	+2
	10,543	5,125	5,224	+99	10,440	10,543	+103
<b>SUPPLIES &amp; SERVICES</b>							
Teaching Centres	429	196	245	+49	431	429	-2
Teaching Support	256	100	142	+42	251	256	+5
Administration	1,222	521	565	+44	1,222	1,222	
Commercial & Enterprise	628	262	314	+52	613	628	+15
Other Activities	86	35	65	+30	99	86	-13
Estates	1,091	449	504	+55	1,317	1,091	-226
	3,712	1,563	1,835	+272	3,933	3,712	-221
<b>TOTAL EXPENDITURE</b>	<b>14,255</b>	<b>6,688</b>	<b>7,059</b>	<b>+371</b>	<b>14,373</b>	<b>14,255</b>	<b>-118</b>
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>324</b>	<b>877</b>	<b>870</b>	<b>+7</b>	<b>642</b>	<b>324</b>	<b>+318</b>
<b>RESTRUCTURING</b>							
Voluntary Severance		-5		-5	-5		-5
Redundancy Act		-13		-13	-13		-13
Holiday Pay Accrual		-18		-18	-18		-18
<b>INTEREST</b>							
Interest receivable	2	1	1		2	2	
Interest Payable							
<b>DEFERRED GRANT &amp; DEPRECIATION</b>							
Release of Deferred Grant	590	292	295	-3	584	584	
Depreciation	-780	-387	-390	+3	-774	-774	
	-190	-95	-95		-190	-190	
<b>STUDENT FUNDS</b>							
Student Funds Income	3,295	1,780	1,860	-80	3,219	3,295	-76
Student Funds Expenditure	-3,295	-1,780	-1,860	+80	-3,219	-3,295	+76
<b>INVESTMENT FUNDS</b>							
College Spend	-50				-50	-50	
Transfer to ALF							
	-50				-50	-50	
<b>COLLEGE SURPLUS/(DEFICIT)</b>	<b>86</b>	<b>765</b>	<b>776</b>	<b>-11</b>	<b>386</b>	<b>86</b>	<b>+300</b>
<b>PENSION</b>							
FRS17 LPF	-524				-667	-524	-143
Early Retirement provision	-118	9		+9	-93	-118	+25
	-642	9		+9	-760	-642	-118
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-556</b>	<b>774</b>	<b>776</b>	<b>-2</b>	<b>-374</b>	<b>-556</b>	<b>+182</b>
Transfer (To) / From Pension Reserve	524				667	524	+143
Transfer (To) / From Revaluation Reserve	190	95	95		190	190	
<b>NET TRANSFER TO I&amp;E RESERVE</b>	<b>158</b>	<b>869</b>	<b>871</b>	<b>-2</b>	<b>483</b>	<b>158</b>	<b>+325</b>

## Variances

A + variance means an increase in surplus  
A - variance means a decrease in surplus

## Explanations

Explanations for variances are noted in the following papers



	2016/17 BUDGET £'000	As at 31 January 2017			Forecast to 31 July 2017		
		ACTUAL £'000	BUDGET £'000	VARIANCE £'000	ACTUAL £'000	BUDGET £'000	VARIANCE £'000
<b>TEACHING CENTRES</b>							
<b>INCOME</b>							
GRANT IN AID	8,664	4,332	4,332	8,748	8,664	+84	Note 1
FEES	1,449	1,262	1,449	1,575	1,449	+126	Note 2
SDS CONTRACTS							
INCOME GENERATION							
EUROPEAN FUNDS							
OTHER INCOME		3		2		+2	
OTHER SFC FUNDING	103	23	51	35	103	-68	Note 3
<b>TOTAL INCOME</b>	<b>10,216</b>	<b>5,620</b>	<b>5,832</b>	<b>10,360</b>	<b>10,216</b>	<b>+144</b>	
<b>EXPENDITURE</b>							
<b>SALARIES</b>							
Business & Creative	736	365	358	742	736	-6	Note 4
Beauty Therapy & Hairdressing	457	223	207	461	457	-4	"
Computing & Engineering	953	497	464	956	953	-3	"
Construction & Motor Vehicle	680	365	327	708	680	-28	"
Childhood Practice & Sports and Fitness	913	428	433	907	913	+6	"
Hospitality & Communities	982	474	462	1,000	982	-18	"
Health & Social Care, SS & Science	705	349	418	719	705	-14	"
	5,426	2,701	2,669	5,493	5,426	-67	
<b>SUPPLIES AND SERVICES</b>							
Business & Creative	53	12	23	53	53		
Beauty Therapy & Hairdressing	99	39	77	79	99	+20	
Computing & Engineering	70	18	36	62	70	+8	
Construction & Motor Vehicle	49	18	30	49	49		
Childhood Practice & Sports and Fitness	27	11	20	27	27		
Hospitality & Communities	115	91	44	145	115	-30	
Health & Social Care, SS & Science	16	7	15	16	16		
	429	196	245	431	429	-2	
<b>TOTAL EXPENDITURE</b>	<b>5,855</b>	<b>2,897</b>	<b>2,914</b>	<b>5,924</b>	<b>5,855</b>	<b>-69</b>	
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>4,361</b>	<b>2,723</b>	<b>2,918</b>	<b>4,436</b>	<b>4,361</b>	<b>+75</b>	

## Notes

- 1 Additional £84k allocated by SFC for 'Additional Cost Pressures' in sector (but see Note 3 below)
- 2 Current break down is full-time HE +£22k, part-time FE +£2k, part-time HE +28k with £239k still to be billed for Napier / QMU articulation students. A further £74k is in progress for contract enrolments.
- 3 Budgeted pay award uplift -£103k (final uplift was £84k added to GIA), ESOL +£35k.
- 4 Following meetings with Centre Heads it is expected that temporary lecturer costs will overspend by £252k for the year and permanent lecturer costs underspend by £210k. Reasons for overspends include sickness cover, permanent staff leaving, additional activities and residual costs for summer schools.

	2016/17 BUDGET £'000	As at 31 January 2017			Forecast to 31 July 2017		
		ACTUAL £'000	BUDGET £'000	VARIANCE £'000	ACTUAL £'000	BUDGET £'000	VARIANCE £'000
<b>TEACHING SUPPORT</b>							
<b>INCOME</b>							
GRANT IN AID							
FEES							
SDS CONTRACTS							
INCOME GENERATION							
EUROPEAN FUNDS							
OTHER INCOME							
OTHER SFC FUNDING							
<b>TOTAL INCOME</b>							
<b>EXPENDITURE</b>							
<b>SALARIES</b>							
Quality & Learner services	351	179	174	-5	356	351	-5
Library / ELS / VLE	441	221	219	-2	443	441	-2
Stem & Employer Engagement	99	48	49	+1	99	99	
Community Planning & Schools	42	24	21	-3	48	42	-6
Course Approvals / Other	10	3	4	+1	10	10	
	943	475	467	-8	956	943	-13
<b>SUPPLIES AND SERVICES</b>							
Quality & Learner services	173	80	98	+18	173	173	
Library / ELS / VLE	41	10	22	+12	41	41	
Stem & Employer Engagement	22	5	10	+5	22	22	
Community Planning & Schools							
Course Approvals / Other	20	5	12	+7	15	20	+5
	256	100	142	+42	251	256	+5
<b>TOTAL EXPENDITURE</b>	<b>1,199</b>	<b>575</b>	<b>609</b>	<b>+34</b>	<b>1,207</b>	<b>1,199</b>	<b>-8</b>
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>(1,199)</b>	<b>(575)</b>	<b>(609)</b>	<b>+34</b>	<b>(1,207)</b>	<b>(1,199)</b>	<b>-8</b>

Note 1

## Notes

1 Pension contributions not in budget

	2016/17 BUDGET £'000	As at 31 January 2017			Forecast to 31 July 2017			
		ACTUAL £'000	BUDGET £'000	VARIANCE £'000	ACTUAL £'000	BUDGET £'000	VARIANCE £'000	
<b>ADMINISTRATION</b>								
<b>INCOME</b>								
GRANT IN AID								
FEES								
SDS CONTRACTS								
INCOME GENERATION								
EUROPEAN FUNDS								
OTHER INCOME	54	23	25	-2	54	54		
OTHER SFC FUNDING								
<b>TOTAL INCOME</b>	<b>54</b>	<b>23</b>	<b>25</b>	<b>-2</b>	<b>54</b>	<b>54</b>		
<b>EXPENDITURE</b>								
<b>SALARIES</b>								
Executive Office incl. Senior Management Team	698	319	351	+32	638	698	+60	Note 1
Finance	207	94	104	+10	195	207	+12	Note 2
HRM	171	84	85	+1	168	171	+3	
ICT	97	47	48	+1	95	97	+2	
Marketing	59	16	29	+13	40	59	+19	Note 3
MIS	166	85	83	-2	169	166	-3	
Student Funding	89	45	44	-1	99	89	-10	Note 2
	1,487	690	744	+54	1,404	1,487	+83	
<b>SUPPLIES AND SERVICES</b>								
Executive Office incl. Senior Management Team	78	33	39	+6	78	78		Note 4
Finance	213	102	109	+7	213	213		"
HRM	100	53	50	-3	100	100		"
ICT	142	48	75	+27	142	142		"
Marketing	118	36	69	+33	118	118		"
MIS	569	249	221	-28	569	569		"
Student Funding	2	2	2	+2	2	2		"
	1,222	521	565	+44	1,222	1,222		
<b>TOTAL EXPENDITURE</b>	<b>2,709</b>	<b>1,211</b>	<b>1,309</b>	<b>+98</b>	<b>2,626</b>	<b>2,709</b>	<b>+83</b>	
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>(2,655)</b>	<b>(1,188)</b>	<b>(1,284)</b>	<b>+96</b>	<b>(2,572)</b>	<b>(2,655)</b>	<b>+83</b>	

## Notes

- 1 Gap in recruitment of Assistant Principal position, non replacement of MAs
- 2 Savings / additional costs relating to maternity leave.
- 3 Delay in recruitment of Marketing Assistant, savings on Marketing Co-ordinator replacement
- 4 All supplies budgets expected to be fully spent by end of July.

	2016/17 BUDGET £'000	As at 31 January 2017			Forecast to 31 July 2017			
		ACTUAL £'000	BUDGET £'000	VARIANCE £'000	ACTUAL £'000	BUDGET £'000	VARIANCE £'000	
<b>COMMERCIAL &amp; ENTERPRISE</b>								
<b>INCOME</b>								
GRANT IN AID	1,012	506	506		1,012	1,012		
FEES	637	261	404	-143	636	637	-1	Note 1
SDS CONTRACTS	513	285	265	+20	580	513	+67	Note 2
INCOME GENERATION	1,119	552	558	-6	1,119	1,119		
EUROPEAN FUNDS								
OTHER INCOME	93	42	43	-1	93	93		
OTHER SFC FUNDING								
<b>TOTAL INCOME</b>	<b>3,374</b>	<b>1,646</b>	<b>1,776</b>	<b>-130</b>	<b>3,440</b>	<b>3,374</b>	<b>+66</b>	
<b>EXPENDITURE</b>								
<b>SALARIES</b>								
Commercial & Enterprise	272	84	142	+58	198	272	+74	Note 3
Childrens Hearings Scotland	583	251	293	+42	508	583	+75	Note 4
Workforce Development	757	398	378	-20	819	757	-62	Note 5
SDS Contracts	232	107	115	+8	212	232	+20	Note 6
Other Centres		1		-1	1		-1	
	1,844	841	928	+87	1,738	1,844	+106	
<b>SUPPLIES AND SERVICES</b>								
Commercial & Enterprise	20	20	11	-9	25	20	-5	
Childrens Hearings Scotland	446	177	219	+42	446	446		
Workforce Development	56	33	26	-7	56	56		
SDS Contracts	103	30	55	+25	83	103	+20	Note 7
Other Centres	3	2	3	+1	3	3		
	628	262	314	+52	613	628	+15	
<b>TOTAL EXPENDITURE</b>	<b>2,472</b>	<b>1,103</b>	<b>1,242</b>	<b>+139</b>	<b>2,351</b>	<b>2,472</b>	<b>+121</b>	
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>902</b>	<b>543</b>	<b>534</b>	<b>+9</b>	<b>1,089</b>	<b>902</b>	<b>+187</b>	

## Notes

- Assumes Workforce Development and short course targets for the year will be met.  
Napier BA Management enrolments of £81k still to be agreed and billed.
- Increase in MA contract
- Savings on Business & Growth Sales Exec post and long-term sick absence.
- Savings on Inverness Office salaries now closed.
- Increased staffing in line with increased activity
- Savings on temporary lecturing costs
- Savings on Employability Fund trainee payments

	2016/17 BUDGET £'000	As at 31 January 2017			Forecast to 31 July 2017			
		ACTUAL £'000	BUDGET £'000	VARIANCE £'000	ACTUAL £'000	BUDGET £'000	VARIANCE £'000	
<b>OTHER ACTIVITIES</b>								
<b>INCOME</b>								
GRANT IN AID								
FEEs								
SDS CONTRACTS								
INCOME GENERATION								
EUROPEAN FUNDS	73	18	56	-38	73	73		Note 1
OTHER INCOME	107	82	59	+23	107	107		
OTHER SFC FUNDING								
<b>TOTAL INCOME</b>	<b>180</b>	<b>100</b>	<b>115</b>	<b>-15</b>	<b>180</b>	<b>180</b>		
<b>EXPENDITURE</b>								
<b>SALARIES</b>								
Terrace Restaurant								
Platinum Salon	58	32	29	-3	66	58	-8	Note 2
Europe		4		-4	8		-8	Note 3
Innovation Team	5	1	2	+1	5	5		
Other Activities	37	17	18	+1	29	37	+8	Note 4
	100	54	49	-5	108	100	-8	
<b>SUPPLIES AND SERVICES</b>								
Terrace Restaurant	4	9	2	-7	10	4	-6	Note 5
Platinum Salon	11	7	9	+2	11	11		
Europe	66	10	50	+40	66	66		
Innovation Team	5	2	4	+2	5	5		
Other Activities		7		-7	7		-7	Note 6
	86	35	65	+30	99	86	-13	
<b>TOTAL EXPENDITURE</b>	<b>186</b>	<b>89</b>	<b>114</b>	<b>+25</b>	<b>207</b>	<b>186</b>	<b>-21</b>	
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>(6)</b>	<b>11</b>	<b>1</b>	<b>+10</b>	<b>(27)</b>	<b>(6)</b>	<b>-21</b>	

## Notes

- 1 Delay in visits / activities taking place
- 2 Pension contributions not in budget
- 3 Special Project Co-ordinator for Erasmus project.
- 4 NHS Lothian secondment reduced from 0.6 to 0.5 FTE
- 5 New dishwasher, increased drinks and coffee purchases in line with increase in sales
- 6 Student trips / activities, British Council overseas visits

	2016/17 BUDGET £'000	As at 31 December 2016			Forecast to 31 July 2017		
		ACTUAL £'000	BUDGET £'000	VARIANCE £'000	ACTUAL £'000	BUDGET £'000	VARIANCE £'000
<b>ESTATES</b>							
<b>INCOME</b>							
GRANT IN AID							
FEES							
SDS CONTRACTS							
INCOME GENERATION							
EUROPEAN FUNDS							
OTHER INCOME	316	176	181	-5	316	316	
OTHER SFC FUNDING	439				665	439	+226 Note 1
<b>TOTAL INCOME</b>	<b>755</b>	<b>176</b>	<b>181</b>	<b>-5</b>	<b>981</b>	<b>755</b>	<b>+226</b>
<b>EXPENDITURE</b>							
<b>SALARIES</b>							
Estates	569	270	280	+10	557	569	+12 Note 2
Catering	174	94	87	-7	184	174	-10
	743	364	367	+3	741	743	+2
<b>SUPPLIES AND SERVICES</b>							
Estates	913	356	397	+41	1,139	913	-226 Note 1
Catering	178	93	107	+14	178	178	
	1,091	449	504	+55	1,317	1,091	-226
<b>TOTAL EXPENDITURE</b>	<b>1,834</b>	<b>813</b>	<b>871</b>	<b>+58</b>	<b>2,058</b>	<b>1,834</b>	<b>-224</b>
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>(1,079)</b>	<b>(637)</b>	<b>(690)</b>	<b>+53</b>	<b>(1,077)</b>	<b>(1,079)</b>	<b>+2</b>

## Notes

- 1 Additional estates allocation from SFC - to be spent by end of March 2017.
- 2 Delay in appointing health & safety officer, savings on cleaning staff

## BALANCE SHEET PROJECTION

	Actual 31 JUL 2015 £'000	Actual 31 JUL 2016 £'000	Actual 31 JAN 2017 £'000	Forecast 31 JUL 2017 £'000
<b>Fixed Assets</b>				
Land & Buildings	19,067	18,471	18,084	17,847
Equipment	1,727	1,589	1,589	1,521
New additions			3	
	20,794	20,060	19,676	19,368
<b>Current Assets</b>				
Trade Debtors	436	338	237	368
Europe	183	(2)	(2)	(2)
Prepayments	87	268	212	268
Accrued Income	62	93	6	93
Bank	348	597	1,627	617
	1,116	1,294	2,080	1,344
<b>Current Liabilities</b>				
Trade Creditors	(648)	(542)	(327)	(424)
Payroll	(293)	(345)	(341)	(388)
Loans	(158)	(158)	(158)	(157)
Accruals	(437)	(351)	(267)	(351)
Deferred Income	(19)	(552)	(720)	(352)
Unspent Student Funds	(109)	(25)	(164)	(25)
	(1,664)	(1,973)	(1,977)	(1,697)
<b>Net Current Assets (Liabilities)</b>	<b>(548)</b>	<b>(679)</b>	<b>103</b>	<b>(353)</b>
<b>Total Assets less current liabilities</b>	<b>20,246</b>	<b>19,381</b>	<b>19,779</b>	<b>19,015</b>
Creditors: Amounts falling due after more than one year	(2,843)	(2,685)	(2,685)	(2,528)
<b>Provisions</b>				
Defined benefit obligations	(3,642)	(4,799)	(4,799)	(4,799)
Other provisions	(3,384)	(3,956)	(3,872)	(3,956)
<b>Deferred Capital Grant</b>	<b>(16,187)</b>	<b>(15,642)</b>	<b>(15,350)</b>	<b>(15,140)</b>
<b>Total Net Liabilities</b>	<b>(5,810)</b>	<b>(7,701)</b>	<b>(6,927)</b>	<b>(7,408)</b>
<b>Reserves</b>				
Income and Expenditure Account (Trading)	(206)	(341)	528	(16)
Income and Expenditure Account (Holiday Pay)	(175)	(170)	(170)	(170)
Income and Expenditure Account (PFI Loan)	(3,001)	(2,843)	(2,843)	(2,685)
Income and Expenditure Account (Early Retirement)	(3,384)	(3,956)	(3,956)	(3,956)
Income and Expenditure Account (LPF Pensions)	(3,642)	(4,799)	(4,799)	(4,799)
Revaluation Reserve	4,598	4,408	4,313	4,218
<b>Total Reserves</b>	<b>(5,810)</b>	<b>(7,701)</b>	<b>(6,927)</b>	<b>(7,408)</b>

2016/17 FORECAST CASHFLOW

**Income**

SFC funding (including bursaries and hardship funds)  
*less loan repayments*  
 Other cash received  
**Total cash in**

**Expenditure**

Payroll  
 Other payments (including bursaries & hardship funds)  
 Interest payments  
**Total cash out**

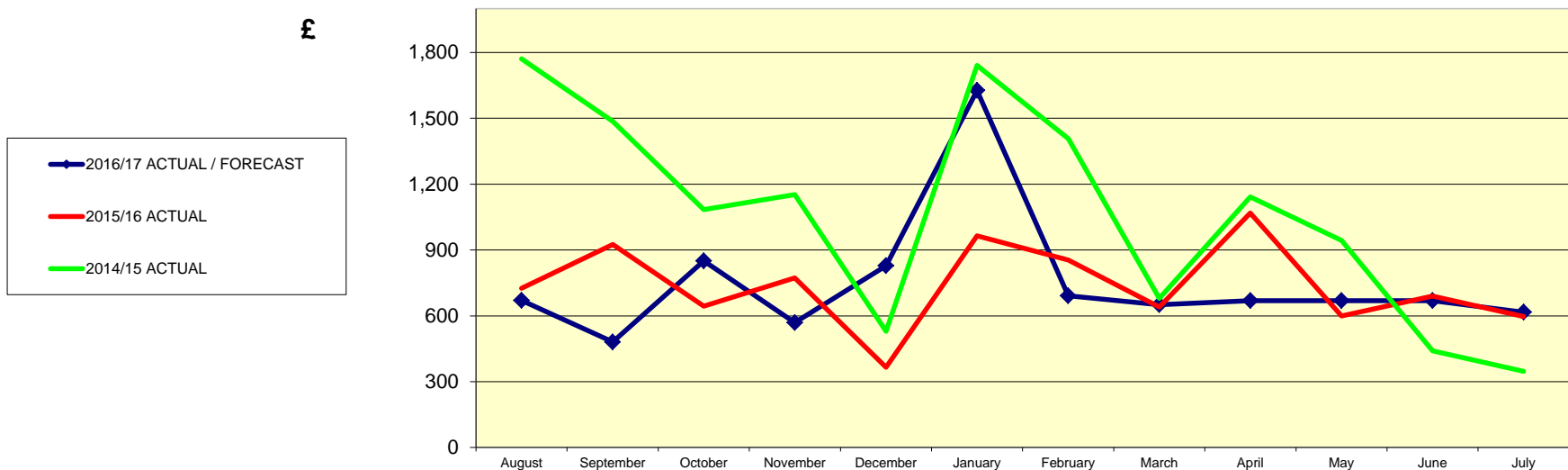
**Net cash inflow/(outflow)**

Balance b/f (cash and overdraft)

**Balance c/f (cash and overdraft)**

	August <i>Actual</i>	September <i>Actual</i>	October <i>Actual</i>	November <i>Actual</i>	December <i>Actual</i>	January <i>Actual</i>	February <i>Forecast</i>	March <i>Forecast</i>	April <i>Forecast</i>	May <i>Forecast</i>	June <i>Forecast</i>	July <i>Forecast</i>	Total
SFC funding (including bursaries and hardship funds)	1200	890	1,470	991	1,493	933	418	1,135	1,511	1,290	1,238	909	13,478
<i>less loan repayments</i>									-158				-158
Other cash received	422	392	284	282	372	1,229	240	347	257	256	281	276	4,638
<b>Total cash in</b>	<b>1,622</b>	<b>1,282</b>	<b>1,754</b>	<b>1,273</b>	<b>1,865</b>	<b>2,162</b>	<b>658</b>	<b>1,482</b>	<b>1,610</b>	<b>1,546</b>	<b>1,519</b>	<b>1,185</b>	<b>17,958</b>
Payroll	817	836	854	878	865	840	893	918	913	884	930	892	10,520
Other payments (including bursaries & hardship funds)	732	635	531	676	741	523	701	604	679	662	589	345	7,418
Interest payments													
<b>Total cash out</b>	<b>1,549</b>	<b>1,471</b>	<b>1,385</b>	<b>1,554</b>	<b>1,606</b>	<b>1,363</b>	<b>1,594</b>	<b>1,522</b>	<b>1,592</b>	<b>1,546</b>	<b>1,519</b>	<b>1,237</b>	<b>17,938</b>
<b>Net cash inflow/(outflow)</b>	<b>73</b>	<b>(189)</b>	<b>369</b>	<b>(281)</b>	<b>259</b>	<b>799</b>	<b>(936)</b>	<b>(40)</b>	<b>18</b>			<b>(52)</b>	<b>20</b>
Balance b/f (cash and overdraft)	<b>597</b>	<b>670</b>	<b>481</b>	<b>850</b>	<b>569</b>	<b>828</b>	<b>1,627</b>	<b>691</b>	<b>651</b>	<b>669</b>	<b>669</b>	<b>669</b>	<b>597</b>
<b>Balance c/f (cash and overdraft)</b>	<b>670</b>	<b>481</b>	<b>850</b>	<b>569</b>	<b>828</b>	<b>1,627</b>	<b>691</b>	<b>651</b>	<b>669</b>	<b>669</b>	<b>669</b>	<b>617</b>	<b>617</b>

West Lothian College Cashflow





**West Lothian College**

23 February 2017

**Finance & General Purposes Committee****Capital Update****Addition Capital Maintenance Funding 2016-17**

At the November 2016 meeting of the Finance & General Purposes Committee, the Committee was informed that the College had received an additional £251k of Capital Maintenance funding. The Committee was also informed of the projects that would be undertaken and provided with estimated costs.

As the College has now obtained more accurate costs the table below has been updated. Works on the refurbishment of the square and replacement boilers are underway. The replacement lift work is scheduled for March 2017.

Planning permission for the car park has not yet been received. As the work has to be completed by the end of March 2017 there is now insufficient time to undertake the project. However, if planning permission is granted this project will go ahead and be funded through the College maintenance budget. In place of the car park project Insulation and LED Lighting projects will now be switched from the maintenance budget, as these projects will be completed by the end of March 2017 and meet the criteria for the additional funding.

This is set out in the table below:

	Revised Amount allocated from Additional Capital Maintenance Allocation £'000	Amount Allocated from Original Capital Maintenance Allocation £'000	Total Value of Project £'000
Server upgrade	£25	£36	£61
Upgrade of the College Square	£60	-	£60
Replacement lifts ( Pavilion C/D)	£53	-	£53
New Boilers (Terrace ½ and ¾)	£21	-	£21
Gutter Repairs	£21	-	£21
LED Lighting	£26	-	£26
Insulation	£44	-	£44
<b>Total</b>	<b>£250</b>	<b>£36</b>	<b>£286</b>

## West Lothian College

23 February 2017

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### **College Energy Efficiency Pathfinder (CEEP) Project**

At the Board of Governors meeting held on 13 December 2016, the Board was informed that the College had received notification that the Scottish Government has made a £5 million grant available to the College sector for investment in energy efficiency projects and West Lothian College had been allocated £421k. According to the rules of the Framework Agreement under which the tender is issued, the successful contractor selects the project(s).

The tender to undertake the work was issued in December 2016 but the amount allocated to the College was reduced to £382k as a result of discussions between the potential bidders and the project team. The evaluation took place on 15 February 2017. At the time of writing this paper a preferred bidder had not been agreed but a verbal update will be provided at the meeting.

The projects to be undertaken have still to be agreed but given the overall value of the projects the Finance & General Purposes Committee approval is required.

Once the preferred bidder has been appointed a technical assessment will be undertaken and projects firmed up.

An update on the projects will be provided at the Finance & General Purposes meeting scheduled for June 2017.

### **Action**

The Committee is asked to:

- Note progress to date on the projects funded through the additional Capital Maintenance Grant; and
- Approve the CEEP projects to a value of £382k.

**Jennifer McLaren**

Assistant Principal, Curriculum Support & Finance  
23 February 2017

## **West Lothian College**

23 February 2017

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### **Finance & General Purposes Committee**

#### **Income Generation Report**

Income generation is progressing well and is on target at an aggregate level.

#### **Activities**

Workforce Development and Commercial and Enterprise staff have worked collaboratively to ensure Scottish Vocational Qualifications work and Modern Apprenticeship activity is above target for this time of year and progressing well.

The following bids/tenders have been submitted/awarded:

Foundation Apprenticeships – awarded £349,471 (for 3 frameworks)

Modern Apprenticeships – submitted, anticipating £240,000

Foundation Apprenticeships – bid being produced, £650,000 (for 5 additional frameworks)

Erasmus Plus – Bids submitted for total of £410,000 (for international study)

#### **National Health Service (NHS)**

We have now supported 64 SVQ NHS candidates through an award process. A service level agreement with the NHS is under discussion. This provision has now been extended to include core skills for most candidates. This is an incremental but valuable area of growth.

The feasibility of a non-clinical SVQ is under investigation and we have secured internal approval for this development.

#### **Room/Facilities Hire**

Room/Facilities Hire year is expected to meet target for the year supported by income from the gym hall for the election work.

#### **International**

International work is progressing well with good staff and student activity including pre-travel classes in French, Portuguese and Danish. This area of activity won a College Development Network national award for Advancing Equalities in recognition of work to promote opportunities for students who could not otherwise engage in international study. This was followed by an international award from the British Council for creating positive change for young people.

## **West Lothian College**

23 February 2017

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### **Children's Hearing**

The Children's Hearing contract is performing well. The team are currently supporting 483 panel members through pre-service training. There have been no withdrawals from this programme at the time of writing (this time last year there had been 20 withdrawals).

Discussions have been underway on the contract extension; formal confirmation of this is expected in the next few days.

### **George Hotchkiss**

Assistant Principal, Curriculum & Innovation

23 February 2017

## **West Lothian College**

23 February 2017

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### **Finance & General Purposes Committee**

#### **College Key Performance Indicators 2016-17**

The attached paper shows the College's Key Financial and Non-Financial Performance Indicators for the period 2013-14 to 2016-17. The Key Financial Performance Indicators provide a forecast for the year ended 31 July 2017 and for the 6 month period ended 31 January 2017.

The Committee is reminded that whilst the Non-Financial indicators cover an academic year, the Financial Indicators only cover an academic year in 2015-16 and 2016-17, 2013-14 and 2014-15 cover an 8 month period and 16 month period respectively.

In addition, and for benchmarking purposes, Financial KPIs have been obtained from Borders College, Dumfries & Galloway College and Forth Valley College for the 8 month period ended 31 March 2014 and the 16 month period 31 July 2015. Benchmarking data for 2015-16 will be provided for the June 2017 meeting of the Finance & General Purposes Committee.

#### **Action**

For information

**Jennifer McLaren**

Assistant Principal, Curriculum Support & Finance  
23 February 2017

**West Lothian College -Key Financial Performance Indicators 2016-17**

	Target 2016-17	Forecast outturn For the year ended 31 July 2017	Forecast For the 6 months ended 31 January 2017	Actual For the year ended 31 July 2016	Actual 16 month period ended 31 July 2015	Actual 8 month period ended 31 March 2014
College Surplus (£'000)	86	386	765	41	492	(39)
Operating Surplus (£'000)	(556)	(374)	774	(1,891)	76	(264)
Non SFC Income as % of total income	28%	28%	34%	31%	29%	28%
Trading Surplus on commercial activities as % of income from commercial activities	27%	32%	33%	28.0%	29.0%	28%
Staff costs as % of total income (excludes exceptional costs)	67%	65%	68%	67%	61%*	64%
Ratio of Current Assets to Current Liabilities	0.6: 1	0.8: 1	1.1: 1	0.5 :1	0.7: 1	0.9: 1
Days Cash to Total Expenditure	9	16	89	14	8	105

\* Excludes £1.6m income adjustment following revaluation

	2014-15 (16 months)			
	Borders	Forth Valley	West Lothian	Dumfries & Galloway
Non SFC Income as % of total income	27%	27%	29%	24%
Staff costs as % of total income (excludes exceptional costs)	64%	67%	61%	58%
Ratio of Current Assets to Current Liabilities	2.35: 1	01:01	0.7: 1	1.31: 1
Days Cash to Total Expenditure	90	14	8	60

	2013-14 (8 months)			
	Borders	Forth Valley	West Lothian	Dumfries & Galloway
Non SFC Income as % of total income	28%	28%	28%	21%
Staff costs as % of total income (excludes exceptional costs)	64%	61%	64%	56%
Ratio of Current Assets to Current Liabilities	1.88: 1	1.00: 1	0.9: 1	1.27: 1
Days Cash to Total Expenditure	81	12	105	49

Comments	Actions
Ahead of target due to additional fees income from part time provision and articulation students as well as salary cost savings largely due to the gap in the recruitment of vacancies	None
Ahead of target due to additional fees income from part time provision and articulation students as well as salary cost savings largely due to the gap in the recruitment of vacancies	None
On target	None
Ahead of target due additional MA income and staff cost savings from the replacement Business & Growth post and the closure of the Children's Panel Inverness Office	None
Below target due to the gap in the recruitment of vacancies	None
Above target due to improved trading position	None
Above target due to improved trading position	None

Key Performance Indicators 2014 - 2017

Learner Performance

West Lothian College	2014/15 Actual	2015/16 Actual		2016/17 Target	2016/17 Actual
Activity WSUMS	53,665	44,390	Activity Credits	43,499	
<b>Full Time FE Programmes</b>			<b>Full Time FE Programmes</b>		
Early Withdrawal	8%	8%	Early Withdrawal	below 8%	
Further Withdrawal	18%	19%	Further Withdrawal	below 18%	
Partial Success	10%	9%	Partial Success	below 10%	
Completed Successfully	64%	64%	Completed Successfully	68%	
<b>Full Time HE Programmes</b>			<b>Full Time HE Programmes</b>		
Early Withdrawal	8%	5%	Early Withdrawal	below 8%	
Further Withdrawal	10%	12%	Further Withdrawal	below 10%	
Partial Success	11%	14%	Partial Success	below 11%	
Completed Successfully	71%	70%	Completed Successfully	75%	
<b>Part Time FE Programmes</b>			<b>Part Time FE Programmes</b>		
Early Withdrawal	1%	2%	Early Withdrawal	below 1%	
Further Withdrawal	3%	4%	Further Withdrawal	below 4%	
Partial Success	22%	24%	Partial Success	below 20%	
Completed Successfully	75%	71%	Completed Successfully	78%	
<b>Part Time HE Programmes</b>			<b>Part Time HE Programmes</b>		
Early Withdrawal	4%	2%	Early Withdrawal	below 3%	
Further Withdrawal	2%	4%	Further Withdrawal	below 2%	
Partial Success	21%	28%	Partial Success	below 21%	
Completed Successfully	74%	66%	Completed Successfully	78%	

**West Lothian College**

23 February 2017

**Finance & General Purposes****Complaints Report 1 November 2016 – 31 January 2017**

In keeping with the Scottish Public Services Ombudsman (SPSO) requirements, the College had adopted the National Complaints Handling procedure. Henceforth complaints will be reported to the Finance & General Purposes meeting, in terms of number of complaints and comment as to whether complaints were upheld or not.

A complaint is now defined as:

‘An expression of dissatisfaction, by one or more customers, about the College’s actions or lack of action, or about the standard of service provided by the College or on its behalf’ (SPSO).

This definition excludes matters which are subject to an appeals process such as an academic award/decision.

From 1 November 2016 to 31 January 2017 eight matters were raised as complaints compared with three complaints at this time last year.

The complaints are listed below:

<b>Name of Course</b>	<b>Nature of Complaint</b>	<b>Date Received</b>	<b>Date Acknowledged</b>	<b>Action Taken</b>	<b>Completed</b>
HNC Computing	Mobility impaired student left for a short period without support	7/11/16	11/11/17	Letter of apology sent.	<b>UPHELD</b>
SVQ 3 Hairdressing	Class complaint re poor teaching experience	17/11/16	21/11/16	Meeting held with class and an agreement was made between the college and the students to carry out improvements.	<b>UPHELD</b>
HNC Photography	Student alleged unfair and unprofessional treatment from staff and students.	15/12/16	19/12/16	No evidence found of unprofessional treatment. Student has left course and has been asked to apply again next academic session subject to accepting relevant support.	<b>NOT UPHELD</b>



**West Lothian College**

23 February 2017

<b>Name of Course</b>	<b>Nature of Complaint</b>	<b>Date Received</b>	<b>Date Acknowledged</b>	<b>Action Taken</b>	<b>Completed</b>
HNC Accounts	Lack of prayer room	19/12/16	20/12/16	Letter of apology sent and block booking for prayer room confirmed.	<b>UPHELD</b>
NC Early Ed & Childcare	Student alleges inappropriate language used by lecturer.	20/12/16	21/12/16	Letter of apology sent.	<b>UPHELD</b>
Access to Biological Science	Alleges bad attitude and poor treatment from bursary officer.	17/01/17	18/01/17	Letter sent outlining regulations re attendance.	<b>NOT UPHELD</b>
ILM 5 (AY 2014-15)	Student does not want to pay outstanding fees as was disappointed in overall teaching.	20/1/17 (via Finance)	20/1/17	No evidence of substandard teaching and in fact student attendance was not good. Letter sent to student.	<b>NOT UPHELD</b>
NC Level 5 Hairdressing (AY 2015-16)	Student did not receive SQA certificate.	25/1/17	26/1/17	Letter sent re failed unit and student asked to come to college for another attempt.	<b>NOT UPHELD</b>

Discussion regularly takes place with staff on how to improve communication to prevent some of the complaints.

**Action**

The Committee is asked to note this paper.

**Colin Miller**

Head of Service STEM & Employer Engagement  
23 February 2017

## **Finance and General Purposes Committee**

### **Self-Evaluation of Committee**

#### **Background**

The annual self-evaluation of committees is due within this Committee cycle. Questions for the Committee to consider are included in the paper attached. These are the same questions as considered in 2016.

Action points will be taken forward as part of the Committee's forward agenda, and will also be fed into to the effectiveness review that is currently underway.

Members of the Committee may find it helpful to refer to the checklist of prompts when preparing for the discussion. These are taken from the CIPFA Guide for Finance Committees (a suggestion made during the last review).

A note of the action points agreed last year, and action taken, is attached for information. A copy of the Committee's Terms of Reference is also included in the papers for ease of reference.

**Joanna Paterson**

Secretary to the Board of Governors  
23 February 2017

## West Lothian College

23 February 2017

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- 1 The Committee receives appropriate, timely and high quality information in a form that allows it to monitor and scrutinise the college's activities and to challenge performance when required.**

Yes / No

*Comments / evidence in support of this:*

*Areas for action and improvement:*

- 2 The Committee provides a constructive challenge to the principal and executive team and holds them to account.**

Yes / No

*Comments / evidence in support of this:*

*Areas for action and improvement:*

## West Lothian College

23 February 2017

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- 3 The Committee has the appropriate balance of skills, experience, independence and knowledge of the college to enable them to discharge their respective duties and responsibilities effectively.**

Yes / No

*Comments / evidence in support of this:*

*Areas for action and improvement:*

- 4 The Chair ensures that adequate time is available for discussion of all agenda items. The Chair promotes a culture of openness and debate by encouraging the effective contribution of all Board members and fostering constructive relations between Board members.**

Yes / No

*Comments / evidence in support of this:*

*Areas for action and improvement:*

**West Lothian College**

23 February 2017

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**5 There is effective reporting and two way communication between the Committee and the Board.**

Yes / No  
*Comments / evidence in support of this:*

*Areas for action and improvement:*

**6 The Committee has a clearly stated remit, which it keeps under regular review**

Yes / No  
*Comments / evidence in support of this:*

*Areas for action and improvement:*

**West Lothian College**

23 February 2017

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**7 To what extent has the Committee fulfilled its remit over the last twelve months? What, if anything, should we do differently to ensure we fulfil this remit in the year ahead?**

*Yes / No*  
*Comments / evidence*

*Areas for action and improvement:*

**Supplementary Prompts from CIPFA Guide for Finance Committee members:**

- Finance committee members are clear about their roles and responsibilities
- The finance committee members are familiar with, and understand, their institution's financial memorandum
- The interface between the finance committee and the audit committee is clearly understood
- The finance committee ensures that it receives robust and timely information to perform its role effectively
- Finance committee members understand the financial regime in which the institution operates
- Finance committee members are clear about what the institution is aiming to achieve
- The finance committee has considered its own effectiveness in terms of its governance role
- The finance committee has a clear remit and written terms of reference
- Arrangements are in place to ensure that members are able to maximise their attendance
- Arrangements in place to deal with any persistent non-attenders
- There is an effective mechanism to review periodically the finance committee's terms of reference
- There are arrangements in place to ensure senior staff attend the committee when appropriate
- Arrangements are in place to enable members to declare any matter in which they have an interest
- There are appropriate training and induction procedures for finance committee members
- The finance committee meets at least three times in each financial year
- The finance committee periodically assesses how well its meetings work and what could be done to make them more productive and to carry out its business more effectively
- Arrangements in place to enable the approval of urgent items of business
- The committee includes a qualified accountant member
- The membership includes a mix of experience of members from the specific sector, the public services and the private sector

## **West Lothian College**

23 February 2017

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### **West Lothian College Board of Governors**

#### **Finance and General Purposes Committee**

#### **Terms of Reference**

#### **CONSTITUTION AND MEMBERSHIP**

- 1 The Board shall establish a Committee of the Board to be known as the Finance and General Purposes Committee.
- 2 The Committee and its Chair shall be appointed by the Board. Membership shall comprise six members, plus the Principal (Accountable Officer).
- 3 At least two members shall have a background in finance, accounting or auditing, but membership shall not be drawn exclusively from people with such a background.
- 4 A quorum shall be one half of the members entitled to vote upon the question before the meeting.
- 5 The Committee may, if it considers it necessary or desirable, co-opt members with particular expertise and/or form sub-committees, if required.

#### **AUTHORITY**

- 6 The Committee is authorised by the Board to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.
- 7 The Committee is authorised by the Board to obtain independent professional advice, with any costs of such advice to be paid for by the College, and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary.

#### **PROCEEDINGS**

- 8 The Committee shall meet at least four times per year. The Assistant Principal (Curriculum Support & Finance), Assistant Principal (Curriculum and Planning) and Assistant Principal (Curriculum and Innovation) shall normally attend, together with any other staff invited to attend.



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### DUTIES

- 9 The duties of the Committee shall include –
- a. monitoring the college's financial position;
  - b. considering the proposed college budget for the following financial year and making its recommendation to the Board;
  - c. considering the proposed three-year financial forecast and making recommendations to the Board;
  - d. making appropriate provision for salary awards as part of its consideration of the college budget, and implementing the agreed outcomes of national pay bargaining;
  - e. overseeing cash management and the college's banking arrangements;
  - f. agreeing and monitoring the college's insurance arrangements;
  - g. agreeing and monitoring the college's key financial performance indicators;
  - h. approving, reviewing and monitoring major capital works;
  - i. reviewing the college's Estates, Financial, Procurement and Organisational Development Strategies and making recommendations to the Board;
  - j. having overall responsibility for ensuring that staff recruitment and development policies are in line with equal opportunities;
  - k. reviewing and monitoring matters relating to Human Resources Management; and
  - l. any other matters as directed by the Board.

### REPORTING PROCEDURES

- 10 The Committee shall provide the Minutes of its meetings to the Board.
- 11 The Committee shall highlight any matter which it feels is of particular importance to the Board.

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- 12 The Committee shall, at all times, take account of the SFC's Financial Memorandum and any other relevant guidelines.

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### Finance and General Purposes Committee

#### Update on actions from March 2016 self-evaluation

**ACTION:** Relay concerns to the Funding Council through the Regional Outcome Manager and highlight the need to reduce the reporting burden, and to move away from a one size fits all approach (Principal).

This action was completed; it is however a long-term issue.

**RECOMMENDATION:** Explore ways to raise awareness about the work of Committees amongst non-members, and to generate meaningful discussion about strategic agendas.

There were opportunities for strategic discussion at the May away day including with external partners and members of the staff team. The invitation to members to attend other Committees remains open and encouraged.

**ACTION:** Aim to set future self-evaluations in the context of recognised good practice perhaps based on a recently published CIPFA guide (Board Secretary)

Reference to the CIPFA guide has been built into the questions for the February 2017 self-evaluation by committees.