

West Lothian College Finance and General Purposes Committee

Meeting Date:	8 September 2022 10.00-10.30am – Pre-meeting – Presentation on ECO house 10.30am – 12.30pm
Venue:	Meeting room 2, Number 1 on the Square Online details also provided.

Ref	Agenda Item	Paper	Lead
1.	Committee Administration		
1.1	Welcome and Apologies		MN
1.2	Declaration of any Conflicts of Interest		MN
1.3	Minutes of Previous Meeting	1	MN
1.4	Matters Arising	2	MN
2.	Matters for Approval		
2.1	Infrastructure update	3	JMcL
3.	Matters for Recommendation for Board Approval		
3.1	Financial Forecast Return	4	JMcL
4.	Matters for Attention		
4.1	Financial Management: (i) June 2022 Management Accounts (ii) Credit Update 2021-22	5 6	FH SE
4.2	Business Development Report	7	SE
4.3	HR and People Development Report	8	DOS
4.4	College Employers Scotland Update	Verbal	AL
5.	Matters for Information		
5.1	Student Funds Update 2021-22	9	JMcL
6.	Any Other Business (AOB)		MN
7.	Review of Committee, Supporting Papers		
8.	Date of Next Meeting: 24 November 2022		MN

West Lothian College

8 September 2022

Finance and General Purposes Committee

Minute of Meeting of the Finance and General Purposes Committee held on **Thursday 16 June at 10.30am** in person Number 3 on the square, room G5, West Lothian College

Present: Moira Niven (Chair)
 Jackie Galbraith (Principal and Chief Executive)
 Alex Linkston
 Jinty Dobson
 Tony Sharkey (Shadow member)

In attendance: Jennifer McLaren
 (Vice Principal, Finance and Corporate Services)
 Fiona Hudson (Head of Finance, Procurement and
 Student Funding))
 Derek O'Sullivan
 (Head of HR and People Development)
 Michelle Montgomery – note taker
 Hazel Brady (Observer)

1 **Welcome/Apologies**

The Chair welcomed all to the meeting. A special welcome was extended to Tony Sharkey who has joined the Board as a shadow member.

Apologies noted from: Simon Earp, Sue Stahly and Frank Gribben.

The outgoing student president advised that the new presidents were unavailable to attend this meeting due to training.

2 **Declarations of any Conflicts of Interest**

There were no declarations of any conflicts of interest.

3 **Minutes of Meeting of 24 February 2022**

The Minutes of the meeting of 24 February 2022 were approved as a correct record of the meeting.

West Lothian College

8 September 2022

4 Matters Arising from Minutes of Meeting of 24 February 2022

Action 1 - Ref: F12 for Board Governance Advisor - to be carried forward - The presentation on the Eco house should happen at a future meeting at a more appropriate time.

Actions for HR report: Adjustments have been made. Complete.

Action 2 - Ref: F13 for Vice Principal Performance and Improvement to be carried forward – Vice Principal Performance and Improvement to meet with Chair prior to next meeting to discuss the format of the Business Development report.

5 Matters for Approval

(i) Accounting Policies

Vice Principal, Finance and Corporate Services presented paper 3 Accounting Policies and advised that there was no change from the previous year. The committee approved the accounting policies for the year ended 31 July 2022.

(ii) Asset Values

The Head of Finance presented paper 4 and gave explanations of the asset values. The committee approved the proposed carrying values of the assets listed in Annex A and endorsed these values for inclusion in the 2021-22 accounts.

Action 3: Names of college buildings to be updated in the spreadsheet.

(iii) Infrastructure Update

Vice Principal, Finance and Corporate Services presented paper 5.

Tenders for the hybrid estates work had now been evaluated and Maxi Construction had been appointed to do the work which will be carried out over the summer.

The Committee approved a budget of £200k for the hybrid project but agreed that the budget should be increased should funding become available to allow the whole project to be completed.

West Lothian College

8 September 2022

Action 4: Vice Principal, Finance and Corporate Services to send the Shadow Board member a copy of the Learning Estate Plan for information.

6 Matters for Recommendation for Board Approval

(i) Annual Budget 2022-23

The committee acknowledged the work of the Head of Finance, Procurement and Student Funding and Vice Principal, Finance and Corporate Services in being able to present a balanced budget. The committee was informed of the assumptions and key risks and noted the challenges in balancing the budget. It was also noted that the Scottish Funding Council had allocated additional core credits in 2022-23 in response to the college's business case for growth. The committee recommended approval of the budget for the year 1 August 2022 to 31 July 2023 to the Board of Governors.

(ii) Financial Forecast Return

The interim Financial Forecast Return for 2021-22 and 2022-23 is based on the April management accounts and the annual budget. The committee recommended approval of paper 7 Financial Forecast Return to the Board of Governors.

7 Matters for Attention

(i) SFC Funding Allocation

Vice Principal, Finance and Corporate Services presented paper 8 and asked the committee to note the credit funding allocation for 2022-23.

(ii) Financial Management – April 2022 Management Accounts

Finance Manager presented paper 9 on management accounts. The committee was asked to note the latest forecast for 2021-22. For awareness the Audit Scotland report will be published on 7 July.

Action 5: Principal to send a link to the report to board members for information.

West Lothian College

8 September 2022

(iii) **Business Development Report**

Vice Principal, Finance and Corporate Services presented paper 10 to the committee in the absence of Vice Principal, Performance and Improvement. The committee was invited to note the contents of the report.

Action 6: Vice Principal, Performance and Improvement

Committee recommended some changes which could be made to the layout of the report. Vice Principal, Performance and Improvement and committee chair to meet to discuss the changes before the next committee.

(iv) **Financial Plan**

Vice Principal, Finance and Corporate Services presented paper 11 Financial Plan 2021-26 for the committee's information.

(v) **Human Resources and People Development Report**

The Head of HR and People Development presented paper 12 to the committee. The committee congratulated the college in achieving the Investors in People Gold award. It was noted that the staff Celebrate Success event was to take place on Wednesday 22 June and was the first full in-person staff event since February 2020.

8 College Employers Scotland Update

Alex Linkston provided an update on sector pay negotiations and advised on progress with the national Job Evaluation project. He informed the committee that he will be stepping down as Chair of College Employers Scotland in November 2022.

9 Hybrid Working Group Update

Vice Principal, Finance and Corporate Services presented paper 13 and provided the committee with an update of the work of the Hybrid Working Group.

Action 7: Vice Principal, Finance and Corporate Services

To circulate a copy of the Hybrid Working Communication and Hybrid Working Guidance to committee members for their information.

West Lothian College

8 September 2022

10 Any Other Business

The committee was given an update on an insurance claim made against the college.

11 Review of Committee and Supporting Papers

Agreed that the Business Development report requires to be further developed. The committee commented that the papers were a good succinct set of papers.

No matters for escalation or update of Risk Register.

The committee acknowledged the positive contribution that Jinty Dobson had made in her student president role over the past two years and the excellent contribution she has made to the committees.

12 Date of Next Meeting

The next scheduled meeting will be held on 8 September 2022

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 and General Purposes Committee

Date

West Lothian College

8 September 2022

Finance and General Purposes Committee

Matters Arising / Action update from the Finance and General Purposes Committee Meeting of 16 June 2022.

Action 1 – Board Governance Advisor (carried forward)

Matters Arising

Presentation on ECO house in future at a more appropriate time.

Action status: On agenda

Action 2: Vice Principal, Performance and Improvement

Matters Arising

To meet with committee chair to discuss format of the Business Development report.

Action status: Duly completed.

Action 3: Vice Principal, Finance and Corporate Services/Head of Finance

Matters for Approval – Asset Values

Names of college buildings to be updated in spreadsheet.

Action status: Duly completed

Action 4: Vice Principal, Finance and Corporate Services

Matters for Approval – Infrastructure Update

To send the Shadow Board member a copy of the Learning Estate Plan for information.

Action status: Duly completed

Action 5: Principal

Matters for Attention

To send a link to the Audit Scotland report to board members for information. Report is due to be published on 7 July.

Action status: Duly completed

Action 6: Duly completed above in action 2.

Action 7: Vice Principal, Finance and Corporate Services

Matters for Attention – Hybrid Working Group Update

To circulate a copy of the Hybrid Working Communication and Hybrid Working Guidance to committee members for their information.

Action status: Duly completed

West Lothian College

8 September 2022

Finance and General Purposes Committee

INFRASTRUCTURE UPDATE

Purpose

The purpose of this paper is to provide the committee with an update on the hybrid working project, other estates work undertaken during summer 2022, planned works for 2022-23 and the construction skills training centre project (Eco House).

Hybrid Working Project

At the June 2022 meeting the committee was informed that Maxi Construction had been appointed to implement the estates changes required to allow the college to move to sustained hybrid working. The committee was also informed that the cost to do all of the work was £276k but, to keep the project within a budget of £200k, elements of the project would not be carried out.

The committee approved the budget and asked that the full project be implemented if additional resources became available. In light of this advice a decision was taken to use college resources to complete the full project which was completed in August at a cost of £276k.

Other Summer Works

Over the summer period, thirteen classrooms were refurbished in the Faculties of Access, Employability and Schools; Business, Creative and Enterprise; Care, Health and Sport; and Computing, Engineering and the Built Environment. This included installing modern furniture and enhanced technology to enhance the learning experience. Carpet tiles were replaced in all corridors and many classrooms. In addition, a hybrid work area for staff use was created in the Faculty of Computing, Engineering and the Built Environment.

During 2021-22 the college invested over £1.6 million in the estate. This included creating a new Digital Health Hub, The Compass Point, an additional electrical workshop, advanced machinery for the engineering workshop and an extension to the front entrance of the main building.

Campus Improvement Plans 2022-23

Investment in 2022-23 will take place in the Faculty of Computing, Engineering and the Built Environment, and the Faculty of Business, Creative and Enterprise.

West Lothian College

8 September 2022

1. Faculty of Computing, Engineering & the Built Environment

The plan is to create additional workshop space to:

- Increase apprenticeship capacity to meet growing demand from employers
- Provide an opportunity to grow the plumbing curriculum to start to deliver plumbing apprenticeships through the Scottish and Northern Ireland Plumbing Employers' Federation (SNIPEF)

The work is expected to be carried out between November and December 2022 and the estimated budget for the project is £147k.

2. Faculty of Business, Creative and Enterprise

At the June 2022 meeting the committee was informed that the key area for development in 2022-23 would be the faculty of Business, Creative and Enterprise.

The planned works are currently being scoped out and will be undertaken in the summer of 2023. Further details will be provided at the November 2022 meeting of the Finance and General Purposes Committee. The estimated budget for the project is £300k

Given the value of the two projects, committee approval is required.

Construction Skills Training Centre (Eco House)

At the June 2022 meeting the committee was informed that the contract had been awarded to McTaggart Construction. A planning application has now been submitted to West Lothian Council and building work is on track to begin late September 2022 and be completed by March 2023.

A Strategic Overview Committee has been set up to oversee completion of the project. Membership includes the three vice principals, the project director and director of the Faculty of Computing, Engineering & the Built Environment.

Action

The committee is asked to note this update and approve a budget of:

- £147k for the Faculty of Computing, Engineering and the Built Environment project and

Action: For Approval

Agenda Item 2.1

Paper 3

West Lothian College

8 September 2022

- £300k for the Faculty of Business, Creative and Enterprise project.

Jennifer McLaren

Vice Principal, Finance and Corporate Services

8 September 2022

West Lothian College

8 September 2022

Finance and General Purposes Committee

FINANCIAL FORECAST RETURN (FFR) 2021-22 TO 2026-27

Purpose

The purpose of this paper is to ask the committee to:

- Discuss the financial forecast return (FFR) planning assumptions for the period 2021-22 to 2026-27 to achieve balanced budgets and recommend approval to the Board of Governors
- note the alternative scenario put forward by the colleges finance directors' group
- note the position with regard to the 2022-23 salary budget

Background

The FFR is part of the Scottish Funding Council's (SFC) financial health monitoring framework and enables SFC to monitor and assess the medium-term financial planning and health of colleges. It is important to note that SFC has no information on Scottish Government funding beyond financial year 2022-23 so the assumptions are indicative.

The 2021-22 forecast is based upon the June 2022 Management accounts and the 2022-23 forecast on the budget for 2022-23 which was approved by the Board of Governors in June.

Key income and expenditure assumptions 2023-27 based on SFC guidance

- SFC GRANT AND RELATED CREDIT TARGETS - remain unchanged throughout planning period from those set out in the 2022-23 final funding announcement
- FLEXIBLE WORKFORCE DEVELOPMENT FUND - a likelihood of a reduced budget from 2023-24. SFC has not quantified this, with the college assuming a 15% reduction (which equates to £47k) from 2023-24 onwards with a corresponding reduction in costs
- YOUNG PERSON'S GUARANTEE - funding will not continue beyond 2022-23. Income reduction of £597k from 2023-24 with a reduction in staff costs associated with delivery
- FUNDING FOR COUNSELLORS - will not continue beyond 2022-23 with an income reduction of £70k from 2023-24 and corresponding reduction in costs

West Lothian College

8 September 2022

- ESTATES FUNDING – assume the 2022-23 allocation remains unchanged throughout planning period
- STAFF COSTS – a 2% pay award increase from 2023-24 onwards
- VOLUNTARY SEVERANCE - SFC will not provide funding for voluntary severance schemes
- NON-STAFF COSTS – assume 2.3% inflationary increase for 2023-24 and 2% for 2024-27.

The committee should note that the SFC acknowledges some of these assumptions are unrealistic given the current economic climate, however, the SFC require this return to enable continued discussion with the Scottish Government to take place about the financial health of the sector.

Children’s Hearing Scotland (CHS) contract 2023-27

Although 2022-23 is the final year of the Children’s Hearings Scotland (CHS) contract the forecasts assume that the college will retain the contract with an annual contribution of £115k each year of the forecast. The rationale for this assumption is set out in the FFR commentary paper.

The committee is asked to specifically comment on the assumption regarding the CHS contract.

Savings required over the planning period

As in previous years SFC has asked colleges to present a balanced budget in each year and describe the mitigating actions needed in order for this to be achieved. Staff costs account for over 70% of total costs and therefore the savings required are assumed to be through a reduction in staff costs.

West Lothian College

8 September 2022

The table below shows the value of the annual deficit (or budget gap) and the FTE reduction required to achieve this on the basis that action is taken each year to present a balanced budget. The process is assumed to commence in 2022-23.

The committee should, however, be aware that the FTE reductions are being reported to SFC in order to flag the potential impact of these planning assumptions. In setting a balanced budget other actions would be considered before staff reductions such as different job roles and taking advantage of commercial opportunities.

Year	Deficit £'000	Staff Reduction FTE
2023-24 (Assuming action taken in 2022-23)	773	Lecturing-10 Support-14 Average-12
2024-25 (Assuming action taken in 2022-24)	400	Lecturing-5 Support-7 Average-6
2025-26 (Assuming action taken 2022-25)	399	Lecturing-5 Support-7 Average-6
2026-27 (Assuming action taken 2022-26)	396	Lecturing-5 Support-7 Average-6
Cumulative cuts	1,968	Lecturing-25 Support-35 Average-30

West Lothian College

8 September 2022

Scenario based on assumptions agreed by colleges finance directors' group

For information, the colleges finance directors group agreed an alternative set of assumptions which are considered to be more realistic than the SFC assumptions:

Assumptions	Year 1 2022-23	Year 2 2023-24	Years 3-5 2024-2027
NTTF & YPG Income	Nil	Nil	Nil
Reductions in FWDF Income	20%	10%	10%
Pay award increases	5%	5%	3%
Inflation (non-staff costs excl. utilities)	9%	7%	7%
Increase in Gas unit prices	230%	8%	17%
Increase in Electricity unit prices	27%	54%	17%

West Lothian College

8 September 2022

The table below sets out the deficit forecast for each year of the planning period applying these alternative assumptions and the theoretical staff reductions required to achieve a balanced position. As this information is purely illustrative and has not been requested by SFC, the voluntary severance/compulsory redundancy costs associated with staff reductions have not been calculated:

Year	Deficit £'000	Staff Reduction FTE
2023-24	2,732	Lecturing-48 Support-76 Average-59
2024-25 (Assuming action taken in 2023-24)	1,236	Lecturing-22 Support-137 Average-27
2025-26 (Assuming action taken 2023-25)	1,267	Lecturing-22 Support-35 Average-27
2026-27 (Assuming action taken 2023-26)	1,321	Lecturing-23 Support-37 Average-28
Cumulative cuts	6,556	Lecturing-115 Support-185 Average-141

2022-23 salary budget

In setting the budget for 2022-23 the college assumed a pay increase based on public sector pay policy which equates to approximately 2%. Given pay offers currently being agreed in the public sector it is likely that the offer agreed will exceed this. The table below models the financial impact of a 5%, 7% and 10% pay increase in 2022-23:

Pay award	Additional cost £'000
5%	£370
7%	£607
10%	£962

West Lothian College

8 September 2022

Action

The committee is asked to:

- discuss and agree the financial forecast return (FFR) assumptions used for the period 2021-22 to 2026-27 to achieve balanced budgets and recommend approval to the Board of Governors
- note the alternative scenario put forward by the colleges finance directors' group
- note the position with regard to the 2022-23 salary budget

Jennifer McLaren

Vice Principal, Finance and Corporate Services

8 September 2022

West Lothian College

8 September 2022

FINANCIAL FORECAST RETURN – SEPTEMBER 2022

Introduction

This financial forecast return aims to reflect the college's strategic goals, in particular to inspire and enable success, to support economic recovery and growth, and to strengthen our communities. Together, making progress on these goals will enable the college to achieve our vision of developing a highly skilled, enterprising and resilient workforce.

The biggest challenge in achieving these goals would be the impact of a flat cash settlement and removal of YPG funding from 2023-24 onwards.

In an attempt to meet the growing demand we face while achieving a break-even FFR, the college needs to make difficult choices from 2023-24 that allow us to support as many students as possible. The impact of Covid continues to be felt on other income streams as we are anticipating that our refectory, training restaurant and platinum salon sales will not reach pre-pandemic levels during this planning period.

During the Covid lockdown period the college was extremely flexible in terms of meeting the needs of employers. The potential reduction in funding jeopardises our ability to continue to do this.

In light of the tight financial environment the college has:

- Reviewed its delivery models
- Introduced new cost-effective roles
- Rationalised where possible
- Undertaken systems developments to streamline processes
- Worked with existing stakeholders to secure alternative funding streams:

The forecast for the 12-month period to 31 July 2022 is based on the June 2022 Management Accounts which were considered by the Board of Governors in September 2022.

The budget for 2022-23 is based on the college delivering its agreed 44,628 Credits. The budget and forecasts are consistent with the People Strategy, Estates Plan and Financial Plan.

Review of Financial Performance 2021-22

The college reported an adjusted operating deficit of £197k to SFC in April 2022. In June 2022 the Board of Governors gave approval for the college to undertake additional investment in the estate in order to fully prepare the college for sustained hybrid working. As a result, the revised forecast for the

West Lothian College

8 September 2022

twelve months to 31 July 2022 is an adjusted operating deficit of £351k. This is very much a worst-case scenario and the expectation is that the actual position will improve.

College Target Outturn 2022-23

As reported in June, the budget presented has been set at breakeven after transfer to and from the pension and revaluation reserves. The budget allows for an investment fund of £158k as the college will re-invest the value of the annual loan repayment in upgrading the estate during the period repayments are suspended. The A planned adjusted operating deficit of £188k is forecast due to additional investment in the estate.

Credit Target 2021-22

The college will slightly exceed its credit target by an estimated 705 credits continuing our track record of meeting the credit targets set by SFC.

SFC Grants

2022-23

SFC Grants and Fees

- £12,653m in funding for the base teaching and fee waiver allocation to deliver 44,628 credits*
- £647k for delivery of 2,234 Foundation Apprenticeship credits
- £525k of Flexible Workforce Development Funding (FWDF) - the college is also expected to receive £80k from West Lothian Council
- £796k of estates grant funding which comprises the full allocations for Fiscal Year (FY) 2022-23 (£398k) and FY 2023-24 (£398k)

*In 2022-23 SFC lowered college targets by 1.8% (838 credits), with no associated adjustment to teaching grant, to provide an effective cost of living increase. From 2023-24 the core credit target reverts to 45,466

2023-24 to 2026-27

SFC grants are as per guidance contained in the Financial Forecast Return circular.

Young Person's Guarantee

2022-23

The budget assumes a grant of £597k.

West Lothian College

8 September 2022

2023-24 to 2026-27

As per SFC guidance, it has been assumed that this funding will not continue after 2022-23.

Changes in tuition fee income and other income

2022-23

Tuition fees are based on a detailed curriculum plan and include fees for articulation students from Napier and Queen Margaret Universities. Part-time students are encouraged to apply for ITA and PFG scheme funding.

2023-24 to 2026-27

The forecast assumes that tuition fees will continue at 2022-23 levels.

Commercial Income

2022-23

The main source of commercial income for the college is our contract to deliver training to Children's Hearings Scotland (CHS) panel members. The contract has been extended for a further year to September 2023 with costs and income included in the budget.

2023-24 to 2026-27

The CHS contract will be re-tendered in 2023-24. Given our relationship with the CHS, track record of meeting targets over the last few years and ability to respond to late requests to increase delivery of training the college is reasonably confident that it will retain the contract. Income and costs are therefore included in the forecasts.

Other Income

Other income shows a contribution from business development activities.

Stretch targets have been set for the hair and beauty salon, training restaurant and the campus café in 2022-23 which reflects an increase in the number of staff and students who will be on campus although sales have not yet returned to pre-pandemic levels. These targets are assumed to stay at 2022-23 levels throughout the planning period.

West Lothian College

8 September 2022

Staff Costs*2022-23*

The budget and forecasts provide for cost of living pay awards in line with public sector pay policy and for the expected additional cost of implementing the support staff and middle managers job evaluation.

If the current NJNC negotiations result in higher than public sector pay, this will have a significant negative impact on the college's budget for 2022-23.

Employer contributions to SPPA are provided for at 23.0% and 19.8% for the Lothian Pension fund throughout the planning period.

2023-24 to 2026-27

The impact of the planning assumptions (as advised by SFC) is that the college would be in deficit from 2023-24. To achieve a balanced budget would require the college to significantly reduce costs. As staff costs represent over 70% of total costs, the college would need to reduce its staffing complement in order to achieve a balanced budget in each year of the forecast. The college does not have the cash reserves to fully fund a voluntary severance scheme, we would need therefore to consider compulsory redundancies unless SFC supported a VS scheme.

The table below shows the FTE reduction required to achieve this on the assumption that action would be taken each year to present a balanced budget. The process would need to commence in 2022-23.

Year	Staff Reduction FTE
2023-24 (Assuming action taken in 2022-23)	Lecturing-10 Support-14 Average-12
2024-25 (Assuming action taken in 2022-24)	Lecturing-5 Support-7 Average-6
2025-26 (Assuming action taken 2022-25)	Lecturing-5 Support-7 Average-6
2026-27 (Assuming action taken 2022-26)	Lecturing-5 Support-7 Average-6
Cumulative cuts	Lecturing-25 Support-35 Average-30

West Lothian College

8 September 2022

Should the college have to make reductions of this magnitude (the reductions equate to 10% of the total workforce) it could render the college inoperable and unable to deliver on SFC and other targets.

The other key risk for the college is not been fully funded for the costs of implementing job evaluation. Whilst the college has made allowance for job evaluation in line with SFC guidance it is not certain that this will fully cover all costs.

Non-staff Costs

In 2022-23 non-staff costs are based on detailed costings provided by budget holders. An inflationary uplift as per SFC guidance has been applied 2023-24 to 2026-27.

Investment

In 2007 the college was given a loan by SFC in order to fund a PFI buy-out which is to be repaid at £158k per annum. In 2020 SFC agreed to a 5-year loan break on the basis that the college will invest £158k each year of the forecast to improve our learning estate. The 2022-23 budget and forecasts assume that we will invest £158k in the learning estate.

The college has an ambitious five-year estates plan to reconfigure our campus to meet the requirements of key industry sectors and to enhance the student experience. Our challenge in achieving this is that what is required will cost significantly more than planned estates funding from SFC. Seeking funds to deliver this is the focus and priority of our income-generating activity in the period covered by this FFR.

Cash Budget for Priorities

The college has a fixed annual Cash Budget for Priorities of £190k. This has been allocated against estates costs.

Balance Sheet – Cash Position

The college tries to maintain an operational cash balance of £750k throughout the year, although this can vary. This position is expected to be maintained throughout the planning period.

Risk Management

Management of the key budget risks takes place through the college's risk register.

West Lothian College

8 September 2022

Alternative Scenario Planning

The Board of Governors has also considered the alternative scenario which was agreed by the college directors of finance. However it is recognised that some of these assumptions are now out of date.

Jennifer McLaren

Vice Principal Finance and Corporate Services

8 September 2022

Financial Forecast Return September 2022

College

Contact

Telephone

Email:

DECLARATION:	The attached worksheets represent the financial forecasts for the College. They reflect a financial statement of our academic and physical plans from 2021-22 to 2026-27. Adequate explanations have been provided where requested on the return. The worksheets and their underpinning assumptions have been reviewed and approved by the Board of Management in accordance with their agreed practices. In preparing this financial forecast the College has fully considered the financial implications of all aspects of its strategy and has properly reflected these in the forecast.
---------------------	---

Signed:

Principal/Chief Executive Officer

Date:

	Forecast 2022-23 FTE	Forecast 2023-24 FTE	Forecast 2024-25 FTE	Forecast 2025-26 FTE	Forecast 2026-27 FTE
STAFFING EFFICIENCIES (savings reflected in FFR)					
1 FTE Staff reduction - vacancy management	2	1	1	1	0
FTE Staff reduction - voluntary severance (related restructuring costs to be set out in section 2 below)	5	2	2	2	0
FTE Staff reduction - compulsory redundancy (redundancy costs to be set out in section 2 below)	5	3	3	3	0
Staff reduction - total	12	6	6	6	0

	£000	£000	£000	£000	£000
2 Voluntary severance costs	136	72	72	72	0
Compulsory redundancy costs	91	47	47	47	0
Total	227	119	119	119	0

CHECK - Staff restructuring costs per SOCIE

	0	119	238	357	357
--	---	-----	-----	-----	-----

3 Staff cost savings - identified	0	0	0	0	0
Staff cost savings - still to be identified	0	773	400	399	396
Staff cost savings - total	0	773	400	399	396

NON-STAFF COST SAVINGS (savings reflected in FFR)

Non-staff cost savings - identified	0	0	0	0	0
Non-staff cost savings - still to be identified	0	0	0	0	0
Non-staff cost savings - total	0	0	0	0	0

ADDITIONAL SENSITIVITY ANALYSIS

Effect of each scenario before mitigating action

(assumes the stated sensitivity occurs each year, with cumulative impact to be shown)

	Forecast 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000
1 Adjusted operating surplus / (deficit) based on planning assumptions	215.14	168.0994	167.5094	168.2875	168.4613
2 Increase in staff costs of 1%	154.41	145.3082	143.0244	140.7049	139.5589
Restated adjusted operating surplus / (deficit)	60.73	22.79117	24.48499	27.58269	28.90235
Restated cash position	596	605	607	609	610

Please give details of the mitigating actions in the event of such an outcome in the box below:

3 Increase in Employer's National Insurance contributions of 1%	12	12	11	11	11
Restated adjusted operating surplus / (deficit)	202.7872	156.4747	156.0674	157.0312	157.2966
Restated cash position	738	738	739	739	739

Please give details of the mitigating actions in the event of such an outcome in the box below:

4 Increase in pension costs of 1%	23	22	21	21	21
Restated adjusted operating surplus / (deficit)	191.9785	146.3031	146.0557	147.1818	147.5275
Restated cash position	558	604	604	603	602

Pension Assumptions	2020-21	2021-22	2022-23	2023-24	2020-21	2021-22	2022-23	2023-24
Employer Contributions	£000	£000	£000	£000	Details of Methodology and Valuation	Details of Methodology and Valuation	Details of Methodology and Valuation	Details of Methodology and Valuation
STSS	1,005	941	1,019	1,052	Actual from Annual accounts	From detailed budget calculations (23%)	Pro-Rata based on previous year	Pro-Rata based on previous year
SPF	998	1,082	1,172	1,209	Actual from Annual accounts	From detailed budget calculations (19.8%)	Pro-Rata based on previous year	Pro-Rata based on previous year
Other pension schemes - please state which scheme								
Other pension schemes - please state which scheme								
Total	2,003	2,023	2,191	2,261				

West Lothian College

	Actual 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	2020-21 - 2021-22	2021-22- 2022-23	2022-23 - 2023-24	2023-24 - 2024-25	2024-25 - 2025-26	2025-26 - 2026-27	Explanation for variance
	£000	£000	£000	£000	£000	£000	£000	%	%	%	%	%	%	
Statement of Comprehensive income and expenditure (Consolidated)														
INCOME														
Tuition fees and education contracts	3,437	3,198	2,785	2,785	2,785	2,785	2,785	-6.9%	-12.9%	0.0%	0.0%	0.0%	0.0%	
Funding council/RSB grants	14,587	16,229	16,605	15,891	15,891	15,891	15,891	11.3%	2.3%	-4.3%	0.0%	0.0%	0.0%	
Research grants and contracts	0	0	0	0	0	0	0							
Other income	1,315	1,603	2,521	2,521	2,521	2,521	2,521	21.9%	57.2%	0.0%	0.0%	0.0%	0.0%	
Investment income	0	0	0	0	0	0	0							
Total income before donations and endowments	19,339	21,031	21,911	21,197	21,197	21,197	21,197	8.7%	4.2%	-3.3%	0.0%	0.0%	0.0%	
Donations and endowments	0	0	0	0	0	0	0							
Total income	19,339	21,031	21,911	21,197	21,197	21,197	21,197	8.7%	4.2%	-3.3%	0.0%	0.0%	0.0%	
EXPENDITURE														
Staff costs	15,241	14,791	15,441	14,531	14,302	14,070	13,956	-3.0%	4.4%	-5.9%	-1.6%	-1.6%	-0.8%	
Staff costs - exceptional restructuring costs	-9	0	0	119	238	357	357	-100.0%			100.0%	50.0%	0.0%	
Exceptional costs - non-staff	0	0	0	0	0	0	0							
Other operating expenses	4,550	5,183	5,375	5,499	5,609	5,721	5,835	13.9%	3.7%	2.3%	2.0%	2.0%	2.0%	
Donation to Arms Length Foundation	0	0	0	0	0	0	0							
Depreciation	1,035	792	797	797	797	797	797	-23.5%	0.6%	0.0%	0.0%	0.0%	0.0%	
Interest and other finance costs	264	251	251	251	251	251	251	-4.9%	0.0%	0.0%	0.0%	0.0%	0.0%	
Total expenditure	21,081	21,017	21,864	21,197	21,197	21,196	21,196	-0.3%	4.0%	-3.1%	0.0%	0.0%	0.0%	
Surplus/(deficit) before other gains and losses and share of operating surplus/deficit of joint ventures and associates	(1,742)	14	47	0	(0)	0	0	-100.8%	237.8%	-99.8%	-593.8%	-158.6%	60.4%	
Gain/(loss) on disposal of fixed assets	0	0	0	0	0	0	0							
Gain/(loss) on investments	0	0	0	0	0	0	0							
Share of operating surplus/(deficit) in joint venture(s)	0	0	0	0	0	0	0							
Share of operating surplus/(deficit) in associate(s)	0	0	0	0	0	0	0							
Surplus/(deficit) before tax	(1,742)	14	47	0	(0)	0	0	-100.8%	237.8%	-99.8%	-593.8%	-158.6%	60.4%	
Other taxation	0	0	0	0	0	0	0							
Surplus/(deficit) for the year	(1,742)	14	47	0	(0)	0	0	-100.8%	237.8%	-99.8%	-593.8%	-158.6%	60.4%	
Unrealised surplus on revaluation of land and buildings	0	0	0	0	0	0	0							
Actuarial (loss)/gain in respect of pension schemes	4,335	0	0	0	0	0	0	-100.0%						
Other comprehensive income	0	0	0	0	0	0	0							
Total comprehensive income for the year	2,593	14	47	0	(0)	0	0	-99.5%	237.8%	-99.8%	-593.8%	-158.6%	60.4%	

West Lothian College

INCOME		Actual	Forecast	Forecast	2020-21 -	2021-22-	Explanation for variance
		2020-21	2021-22	2022-23	2021-22	2022-23	
		£000	£000	£000	%	%	
1 Tuition fees and education contracts							
a)	FE - UK	851	506	481	(41%)	(5%)	
b)	FE - EU	0	0	0			
c)	HE	1,588	2,024	1,923	27%	(5%)	
d)	Non-EU	0	0	0			
e)	SDS contracts	998	669	381	(33%)	(43%)	
f)	Education contracts	0	0	0			
g)	Other	0	0	0			
Total tuition fees and education contracts		3,437	3,198	2,785	(7%)	(13%)	
2 SFC / RSB Grants							
a)	SFC / RSB FE recurrent grant (including fee waiver)	11,857	13,309	13,301	12%	(0%)	
b)	UHI recurrent grant - HE provision	0	0	0			
c)	FE Childcare funds	491	483	483	(2%)	0%	
d)	Release of SFC / RSB deferred capital grants	410	439	439	7%	0%	
e)	SFC capital grant	0	0	0			
f)	SFC grant for NPD	0	0	0			
g)	Other SFC / RSB grants - FE provision	1,829	1,998	2,382	9%	19%	
h)	Other UHI grants - HE provision	0	0	0			
Total SFC / RSB Grants		14,587	16,229	16,605	11%	2%	
3 Research grants and contracts							
a)	European Commission	0	0	0			
b)	Other grants and contracts	0	0	0			
Total research grants and contracts		0	0	0			
4 Other Income							
a)	Catering and residences	16	139	131	769%	(6%)	
b)	Other European Income	0	4	0		(100%)	
c)	Other income generating activities	938	876	2,059	(7%)	135%	
d)	Grants from ALF	0	0	0			
i)	Revenue	0	0	0			
ii)	Capital	0	0	0			
e)	Non-government capital grant	0	0	0			
f)	Other grant income	0	0	0			
g)	Release of non-SFC government deferred capital grant	0	0	0			
h)	Income from Coronavirus Job Retention Scheme	196	0	0	(100%)		
i)	Other income	165	584	331	254%	(43%)	
Total other income		1,315	1,603	2,521	22%	57%	
5 Investment income							
a)	Investment income on endowments	0	0	0			
b)	Investment income on restricted reserves	0	0	0			
c)	Other investment income	0	0	0			
d)	Other interest receivable	0	0	0			
e)	Net return on pension scheme	0	0	0			
Total investment income		0	0	0			
6 Donations and endowment income							
a)	New endowments	0	0	0			
b)	Donations with restrictions	0	0	0			
c)	Unrestricted donations	0	0	0			
Total donation and endowment income		0	0	0			

West Lothian College
EXPENDITURE

	Actual 2020-21	Forecast 2021-22	Forecast 2022-23	2020-21 - 2021-22	2021-22- 2022-23	Explanation for variance
	£000	£000	£000	%	%	
STAFF COSTS						
1 Teaching departments	8,218	9,121	9,051	11%	(1%)	
2 Teaching support services	1,163	1,331	1,327	14%	(0%)	
3 Other support services	0	0	0			
4 Administration and central services	1,882	1,997	1,990	6%	(0%)	
5 Premises	712	784	797	10%	2%	
6 Catering and residences	208	210	226	1%	8%	
7 Other income generating activities	839	918	1,617	9%	76%	
8 Other staff costs	438	430	433	(2%)	1%	
9 Impact of FRS 102 pensions reported costs (less contributions paid included above)	1,781					
Normal staff costs	15,241	14,791	15,441	(3%)	4%	
10 Exceptional restructuring costs	(9)			(100%)		
Total staff costs	15,232	14,791	15,441	(3%)	4%	

Additional breakdown of staff costs						
Salaries	10,479	11,515	12,021	10%	4%	
Social security costs	978	1,075	1,122	10%	4%	
Pension contributions	2,003	2,201	2,298	10%	4%	
Non-cash pension adjustments - net service cost	1,781					
Non-cash pension adjustments - early retirement provision	0					
Severance payments	(9)	0	0			
Total staff costs	15,232	14,791	15,441	(3%)	4%	

NON-STAFF COSTS

1 Exceptional costs - non-staff		0	0			
2 Other operating expenses						
a) Teaching departments	1,095	1,006	1,009	(8%)	0%	
b) Teaching support services	170	238	199	40%	(16%)	
c) Other support services	0		0			
d) Administration and central services	1,192	1,667	1,748	40%	5%	
e) General education	0		0			
f) Premises	1,452	1,890	1,638	30%	(13%)	
(i) Maintenance	339	511	526	51%	3%	
(ii) Utilities	297	135	455	(55%)	237%	
(iii) Other	816	1,244	657	52%	(47%)	
g) Catering and residences	27	110	62	307%	(44%)	
h) Other income generating activities	93	252	453	171%	80%	
i) Overspend on student support funds *	0		0			
j) Planned maintenance	0		0			
k) Movement on early retirement pension provision	0		0			
l) NPD	0		0			
m) Other	521	20	265	(96%)	1227%	
Total other operating expenses	4,550	5,183	5,375	14%	4%	
3 Depreciation						
a) Government funded assets	1,035	792	797	(23%)	1%	
b) Non-government funded assets	0					
c) NPD funded assets	0					
Total depreciation	1,035	792	797	(23%)	1%	
4 Interest						
a) On bank loans, overdrafts and other loans	0					
b) Finance lease interest	0					
c) Other	0					
d) Net charge on pension scheme	264	251	251	(5%)	0%	
e) NPD interest	0					
Total interest	264	251	251	(5%)	0%	

* Includes any overspend on bursaries, discretionary funds, and student funds received from SAAS, but excludes childcare funds.

West Lothian College

ADJUSTED OPERATING RESULT	Actual 2020-21 £000	Forecast 2021-22 £000	Forecast 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000	2020-21 - 2021-22 %	2021-22- 2022-23 %	2022-23 - 2023-24 %	2023-24 - 2024-25 %	2024-25 - 2025-26 %	2025-26 - 2026-27 %	Explanation for variance
Surplus/(deficit) before other gains and losses and share of operating surplus/deficit of joint ventures and associates	(1,742)	14	47	0	(0)	0	0							
Add:														
Total depreciation (Government-funded, privately funded and NPD-funded assets) net of deferred capital grant release (<i>incorporated colleges only</i>)	625	353	358	358	358	358	358	-43.5%	1.4%	0.0%	0.0%	0.0%	0.0%	
Exceptional non-restructuring items (e.g. impairment costs)	0	0	0	0	0	0	0							
Donation to Arms-Length Foundation (<i>incorporated colleges only</i>)	0	0	0	0	0	0	0							
Non-cash pension adjustment - net service cost	1,781													
Non-cash pension adjustment - ERP	0													
Non-cash pension adjustment -net interest costs	264													
Deduct:														
Non-Government capital grants (e.g. ALF capital grant)	0	0	0	0	0	0	0							
Exceptional income (if disclosed as exceptional in accounts) - PLEASE DO NOT INCLUDE CJRS INCOME HERE	0	0	0	0	0	0	0							
CBP allocated to loan repayments and other capital items (<i>incorporated colleges only</i>)	190	190	190	190	190	190	190	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
NPD payments to reduce NPD balance sheet debt	0	0	0	0	0	0	0							
Adjusted operating result	738	177	215	168	168	168	168	-76.0%	21.6%	-21.9%	-0.4%	0.5%	0.1%	
Cash budget for priorities (<i>incorporated colleges</i>):														
Revenue priorities														
Student support funding	0	0	0	0	0	0	0							
2015-16 pay award	0	0	0	0	0	0	0							
Voluntary severance	0	0	0	0	0	0	0							
Estates costs	0	0	0	0	0	0	0							
Other - please describe	0	0	0	0	0	0	0							
Total impact on operating position	0	0	0	0	0	0	0							
Capital priorities														
Loan repayments	0	0	0	0	0	0	0							
NPD / PFI repayments	0	0	0	0	0	0	0							
Estates costs	190	190	190	190	190	190	190							
Provisions pre 1 April 2014	0	0	0	0	0	0	0							
Total capital	190	190	190	190	190	190	190							
Total cash budget for priorities spend	190	190	190	190	190	190	190							

Balance Sheet		Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	2020-21 -	2021-22-	2022-23 -	2023-24 -	2024-25 -	2025-26 -	Explanation for variance
		2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	
		£000	£000	£000	£000	£000	£000	£000	%	%	%	%	%	%	
1 Non-current assets	a) Intangible assets	0	0	0	0	0	0	0							
	b) Fixed assets	19,391	20,292	19,495	18,698	17,901	17,104	16,307	4.6%	-3.9%	-4.1%	-4.3%			
	c) Investments	0	0	0	0	0	0	0							
Total non-current assets		19,391	20,292	19,495	18,698	17,901	17,104	16,307	4.6%	-3.9%	-4.1%	-4.3%			
2 Current assets	a) Stock	0	0	0	0	0	0	0							
	b) Debtors	1,627	1,508	1,508	1,508	1,508	1,508	1,508	-7.3%	0.0%	0.0%	0.0%			
	c) Investments	0	0	0	0	0	0	0							
	d) Cash and cash equivalents	2,749	2,978	750	750	750	750	750	8.3%	-74.8%	0.0%	0.0%			
	e) Other (e.g. assets for resale)	0	0	0	0	0	0	0							
Total current assets		4,376	4,486	2,258	2,258	2,258	2,258	2,258	2.5%	-49.7%	0.0%	0.0%			
3 Creditors: amounts falling due within one year	a) Bank loans and external borrowing	0	0	0	0	0	0	0							
	b) Bank overdrafts	0	0	0	0	0	0	0							
	c) Lennartz creditor	0	0	0	0	0	0	0							
	d) Obligations under finance leases and service concessions	0	0	0	0	0	0	0							
	e) Payments received in advance	0	0	0	0	0	0	0							
	f) Amounts owed to SFC	0	0	0	0	0	0	0							
	g) Obligations under PFI/NPD	0	0	0	0	0	0	0							
	h) Deferred capital grant	451	474	474	474	474	474	474							
	i) Other creditors and accruals	3,852	3,711	3,711	3,711	3,711	3,711	3,711	-3.7%	0.0%	0.0%	0.0%			
Total creditors < 1 year		4,303	4,185	4,185	4,185	4,185	4,185	4,185	-2.7%	0.0%	0.0%	0.0%			
Share of net assets/(liabilities) in associate		0	0	0	0	0	0	0							
NET CURRENT ASSETS/LIABILITIES		73	301	(1,927)	(1,927)	(1,927)	(1,927)	(1,927)	312.3%	-740.2%	0.0%	0.0%			
TOTAL ASSETS LESS CURRENT LIABILITIES		19,464	20,593	17,568	16,771	15,974	15,177	14,380	5.8%	-14.7%	-4.5%	-4.8%			
4 Creditors: amounts falling due after more than one year	a) Local authority loans	0	0	0	0	0	0	0							
	b) Bank loans and external borrowing	0	0	0	0	0	0	0							
	c) Lennartz creditor	0	0	0	0	0	0	0							
	d) Finance leases and service concessions	0	0	0	0	0	0	0							
	e) Obligations under PFI/NPD	0	0	0	0	0	0	0							
	f) Deferred capital grant	11,557	11,557	11,083	10,609	10,135	9,661	9,187							
	g) Amounts repayable to Funding Council	2,211	2,211	2,211	2,211	2,053	1,895	1,737	0.0%	0.0%	0.0%	-7.1%			
	h) Other creditors	0	0	0	0	0	0	0							
Total creditors >1 year		13,768	13,768	13,294	12,820	12,188	11,556	10,924	0.0%	-3.4%	-3.6%	-4.9%			
5 Provisions	a) Pension provisions	12,093	14,299	14,299	14,299	14,299	14,299	14,299	18.2%	0.0%	0.0%	0.0%			
	b) Other	3,523	3,923	158	158	158	158	158	11.4%	-96.0%	0.0%	0.0%			
Total provisions		15,616	18,222	14,457	14,457	14,457	14,457	14,457	16.7%	-20.7%	0.0%	0.0%			
TOTAL NET ASSETS		(9,920)	(11,397)	(10,183)	(10,506)	(10,671)	(10,836)	(11,001)	14.9%	-10.7%	3.2%	1.6%			
9 Restricted Reserves	a) Endowment Reserve	0	0	0	0	0	0	0							
	b) Restricted Reserve	0	0	0	0	0	0	0							
10 Unrestricted reserves	a) Income and Expenditure Reserve	(17,458)	(19,657)	(18,443)	(18,766)	(18,931)	(19,096)	(19,261)	12.6%	-6.2%	1.8%	0.9%			
	b) Revaluation reserve	7,538	8,260	8,260	8,260	8,260	8,260	8,260	9.6%	0.0%	0.0%	0.0%			
11 Non-controlling interest		0	0	0	0	0	0	0							
TOTAL RESERVES		(9,920)	(11,397)	(10,183)	(10,506)	(10,671)	(10,836)	(11,001)	14.9%	-10.7%	3.2%	1.6%			

West Lothian College

Cashflow	Actual 2020-21 £000	Forecast 2021-22 £000	Forecast 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000	2020-21 - 2021-22 %	2021-22 - 2022-23 %	2022-23 - 2023-24 %	2023-24 - 2024-25 %	2024-25 - 2025-26 %	2025-26 - 2026-27 %	Explanation for variance
1 Cash flow from operating activities														
a) Surplus / (deficit) for the year	-1,742	13,956.46	47.14	0.0993682	-0.490644	0.2875427	0.4612936	(101%)	238%	(100%)	(594%)	(159%)	60%	
2 Adjustment for non-cash items														
a) Depreciation	1,035	792	797	797	797	797	797	(23%)	1%	0%	0%	0%	0%	
b) Amortisation of intangibles	0	0	0	0	0	0	0							
c) Benefit on acquisition	0	0	0	0	0	0	0							
d) Amortisation of goodwill	0	0	0	0	0	0	0							
e) Loss / (gain) on investments	0	0	0	0	0	0	0							
f) Decrease / (increase) in stock	0	0	0	0	0	0	0							
g) Decrease / (increase) in debtors	(183)	0	0	(447)	(289)	(289)	(289)	(100%)			(35%)	0%	0%	
h) Increase / (decrease) in creditors	1,074	(576)	693	(350)	(350)	(350)	(350)	(154%)	(220%)	(151%)	0%	0%	0%	
i) Increase / (decrease) in pension provision	0	0	0	0	0	0	0							
j) Increase / (decrease) in other provisions	(159)	0	(3,765)	0	(158)	(158)	(158)	(100%)		(100%)		0%	0%	
k) Receipt of donated equipment	0	0	0	0	0	0	0							
l) Share of operating surplus / (deficit) in joint venture	0	0	0	0	0	0	0							
m) Share of operating surplus / (deficit) in associate	0	0	0	0	0	0	0							
n) Other	1,371	0	0	0	0	0	0	(100%)						
Total adjustment for non-cash items	3,098	216	(2,275)	0	0	0	0	(93%)	(1153%)	(100%)				
3 Adjustment for investing or financing activities														
a) Investment income	0	0	0	0	0	0	0							
b) Interest payable	264	0	0	0	0	0	0	(100%)						
c) Endowment income	0	0	0	0	0	0	0							
d) Loss / (gain) on the sale of assets	0	0	0	0	0	0	0							
e) Capital grant income	0	0	0	0	0	0	0							
Total adjustment for investing or financing activities	264	0	0	0	0	0	0	(100%)						
4 Net cash inflow from operating activities	1,620	230	(2,228)	0	(0)	0	0	(86%)	(1069%)	(100%)	(594%)	(159%)	60%	
5 Cash flow from investing activities														
a) Proceeds from sales of fixed assets	0	0	0	0	0	0	0							
b) Proceeds from sales of intangible assets	0	0	0	0	0	0	0							
c) Capital grants receipts	0	0	0	0	0	0	0							
d) Disposal of non-current asset investments	0	0	0	0	0	0	0							
e) Withdrawal of deposits	0	0	0	0	0	0	0							
f) Investment income	0	0	0	0	0	0	0							
g) Payments made to acquire fixed assets	0	0	0	0	0	0	0							
h) Payments made to acquire intangible assets	0	0	0	0	0	0	0							
i) New non-current asset investments	0	0	0	0	0	0	0							
j) New deposits	0	0	0	0	0	0	0							
Total cash flows from investing activities	0	0	0	0	0	0	0							
6 Cash flows from financing activities														
a) Interest paid	0	0	0	0	0	0	0							
b) Interest element of finance lease and service concession	0	0	0	0	0	0	0							
c) Endowment cash received	0	0	0	0	0	0	0							
d) New secured loans	0	0	0	0	0	0	0							
e) New unsecured loans	0	0	0	0	0	0	0							
f) Repayments of amounts borrowed	0	0	0	0	0	0	0							
g) Capital element of finance lease and service concession payments	0	0	0	0	0	0	0							
Total cash flows from financing activities	0	0	0	0	0	0	0							
7 (Decrease) / increase in cash and cash equivalents in the year	1,620	230	(2,228)	0	(0)	0	0	(86%)	(1069%)	(100%)	(594%)	(159%)	60%	
8 Cash and cash equivalents at beginning of the year	1,129	2,749	2,978	750	750	750	750	143%	8%	(75%)	0%	0%	0%	
9 Cash and cash equivalents at the end of the year	2,749	2,978	750	750	750	750	750	8%	(75%)	0%	0%	0%	0%	

West Lothian College

Capital Expenditure Projects and Forecast Methods of Financing

Expenditure:

Land & Buildings
Equipment & Others

Actual 2020-21 £000	Forecast 2021-22 £000	Forecast 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000	2020-21 - 2021-22 %	2021-22- 2022-23 %	2022-23 - 2023-24 %	2023-24 - 2024-25 %
554	660	500	0	0	0	0	19.1%	-24.2%	-100.0%	
80	0	0	0	0	0	0	-100.0%			
634	660	500	0	0	0	0	4.1%	-24.2%	-100.0%	

Financed by:

Cash reserves
ALF grants
Leasing
SFC/RSB grant
Re-investment of proceeds from disposal of assets *
Non-SFC/RSB grants
PFI/NPD
Other - please specify if material

82	0	0	0	0	0	0	-100.0%			
0	0	0	0	0	0	0				
0	0	0	0	0	0	0				
552	660	0	0	0	0	0	19.6%	-100.0%		
0	0	0	0	0	0	0				
0	0	500	0	0	0	0			-100.0%	
0	0	0	0	0	0	0				
0	0	0	0	0	0	0				
634	660	500	0	0	0	0	4.1%	-24.2%	-100.0%	

* to be included only where this has been agreed by SFC

Capital disposals

Disposal proceeds:

Asset description
Asset description
Asset description
Asset description

Actual 2020-21 £000	Forecast 2021-22 £000	Forecast 2022-23 £000	Forecast 2023-24 £000	Forecast 2024-25 £000	Forecast 2025-26 £000	Forecast 2026-27 £000
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

Gain/(loss) on disposal:

Asset description
Asset description
Asset description
Asset description

0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

West Lothian College
FINANCIAL SUMMARY

Actual 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
£000	£000	£000	£000	£000	£000	£000

Income ratios							
Total Income	19,339	21,031	21,911	21,197	21,197	21,197	21,197
Total Funding Council Grant (excluding release of deferred capital grant) as % of Total Income	75%	77%	76%	75%	75%	75%	75%
Total non-Funding Council Grant (including release of SFC DCG) as % of Total Income	25%	23%	24%	25%	25%	25%	25%
Total Education Contracts and Tuition Fees as % of Total Income	18%	15%	13%	13%	13%	13%	13%
Total Research Grants and Contracts as % of Total Income	0%	0%	0%	0%	0%	0%	0%
Total Other Income as % of Total Income	7%	8%	12%	12%	12%	12%	12%

Expenditure ratios							
Total Expenditure	21,081	21,017	21,864	21,197	21,197	21,196	21,196
Salaries as % of Total Expenditure	72%	70%	71%	69%	67%	66%	66%
Other operating costs as % of Total Expenditure	22%	25%	25%	26%	26%	27%	28%
Depreciation/amortisation as % of Total Expenditure	5%	4%	4%	4%	4%	4%	4%

Operating position							
Operating Surplus/(deficit)	(1,742)	14	47	0	(0)	0	0
Operating Surplus/(deficit) as % of Total Income	-9%	0%	0%	0%	0%	0%	0%
Adjusted operating surplus/(deficit)	738	177	215	168	168	168	168
Adjusted operating surplus/(deficit) as % of Total Income	3.8%	0.8%	1.0%	0.8%	0.8%	0.8%	0.8%

Cash Position							
Cash and Current Asset Investments	2,749	2,978	750	750	750	750	750
Overdrafts	0	0	0	0	0	0	0
Days Ratio of Cash to Total Expenditure	50	54	13	13	13	13	13
Net cash inflow/(outflow) from operating activities	1,620	230	-2,228	0	0	0	0
Net cash inflow/(outflow) from operating activities as % of Total Income	8.4%	1.1%	-10.2%	0.0%	0.0%	0.0%	0.0%

Balance Sheet strength							
Unrestricted reserves	(17,458)	(19,657)	(18,443)	(18,766)	(18,931)	(19,096)	(19,261)
Current Ratio	1.02	1.07	0.54	0.54	0.54	0.54	0.54
Unrestricted reserves as % of Total Income	-90%	-93%	-84%	-89%	-89%	-90%	-91%
Total borrowing (Overdrafts, Loans, Finance Leases, PFI/NPD)	0	0	0	0	0	0	0
Interest cover	-5.60	1.06	1.19	1.00	1.00	1.00	1.00

West Lothian College

	Actual 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	2020-21 - 2021-22	2021-22 - 2022-23	2022-23 - 2023-24	2023-24 - 2024-25	2024-25 - 2025-26	2025-26 - 2026-27	Explanation for variance
Statement of Comprehensive income and expenditure (Consolidated)														
	£000	£000	£000	£000	£000	£000	£000	%	%	%	%	%	%	
INCOME														
Tuition fees and education contracts	3,437	3,198	2,785	2,785	2,785	2,785	2,785	-100.0%						
Funding council/RSB grants	14,587	16,229	15,569	15,543	15,521	15,500	15,500	-100.0%						
Research grants and contracts	0	0	0	0	0	0	0							
Other income	1,315	1,603	2,521	2,521	2,521	2,521	2,521	-100.0%						
Investment income	0	0	0	0	0	0	0							
Total income before donations and endowments	19,339	21,031	20,875	20,849	20,827	20,806	20,806	-100.0%						
Donations and endowments	0	0	0	0	0	0	0							
Total income	19,339	21,031	20,875	20,849	20,827	20,806	20,806	-100.0%						
EXPENDITURE														
Staff costs	15,241	14,791	15,257	13,263	12,667	12,013	12,013	-100.0%						
Staff costs - exceptional restructuring costs	-9	0	0	0	0	0	0	-100.0%						
Exceptional costs - non-staff	0	0	0	0	0	0	0							
Other operating expenses	4,550	5,183	6,022	6,538	7,111	7,744	7,744	-100.0%						
Donation to Arms Length Foundation	0	0	0	0	0	0	0							
Depreciation	1,035	792	797	797	797	797	797	-100.0%						
Interest and other finance costs	264	251	251	251	251	251	251	-100.0%						
Total expenditure	21,081	21,017	22,327	20,849	20,826	20,806	20,806	-100.0%						
Surplus/(deficit) before other gains and losses and share of operating surplus/deficit of joint ventures and associates	(1,742)	13	(1,453)	0	0	0	0	-100.0%						
Gain/(loss) on disposal of fixed assets	0	0	0	0	0	0	0							
Gain/(loss) on investments	0	0	0	0	0	0	0							
Share of operating surplus/(deficit) in joint venture(s)	0	0	0	0	0	0	0							
Share of operating surplus/(deficit) in associate(s)	0	0	0	0	0	0	0							
Surplus/(deficit) before tax	(1,742)	13	(1,453)	0	0	0	0	-100.0%						
Other taxation	0	0	0	0	0	0	0							
Surplus/(deficit) for the year	(1,742)	13	(1,453)	0	0	0	0	-100.0%						
Unrealised surplus on revaluation of land and buildings	0	0	0	0	0	0	0							
Actuarial (loss)/gain in respect of pension schemes	4,335	0	0	0	0	0	0	-100.0%						
Other comprehensive income	0	0	0	0	0	0	0							
Total comprehensive income for the year	2,593	13	(1,453)	0	0	0	0	-100.0%						

Assumptions	Year 1 2022-23	Year 2 2023-24	Years 3-5 2024-2027
NTTF & YPG Income	Nil	Nil	Nil
Reductions in FWDF Income	20%	10%	10%
Pay award increases	5%	5%	3%
Inflation (non-staff costs excl. utilities)	9%	7%	7%
Increase in Gas unit prices	230%	8%	17%
Increase in Electricity unit prices	27%	54%	17%

WEST LOTHIAN COLLEGE
MANAGEMENT ACCOUNTS
JUNE 2022

Summary	page	1
Performance indicators		2
(i) Faculties	page	3
(ii) Departments		4
(iii) Business Development		5
(iv) Other Activities		6
(v) Estates & Sustainability		7
(vi) Adjusted Operating Position		8
Terrace, Platinum and Refectory	page	9
Balance Sheet	page	10
Cash Flow	page	11
History of Forecasts	page	12

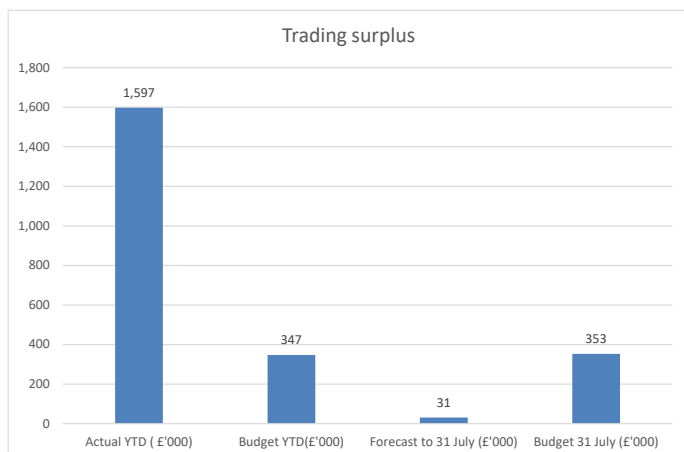
	2021/22 BUDGET £'000	As at 30 June 2022			Forecast to 31 July	
		ACTUAL £'000	BUDGET £'000	VARIANCE £'000	ACTUAL £'000	VARIANCE £'000
SUMMARY						
INCOME						
Grant in aid	13,330	12,219	12,219		13,309	-21
Fees	2,604	2,399	2,465	-66	2,529	-74
SDS contracts	388	669	362	+307	669	+281
Income generation	1,213	876	1,088	-212	876	-337
European funds	248	4	248	-243	4	-244
Other income	272	584	262	+322	584	+312
Other SFC funding	1,926	1,868	1,528	+340	1,998	+72
TOTAL INCOME	19,981	18,620	18,173	+447	19,970	-11
EXPENDITURE						
SALARIES						
Faculties	9,280	8,219	8,503	+284	9,121	+159
Departments	3,183	2,946	2,915	-31	3,328	-145
Business Development	808	820	740	-80	918	-110
Other Activities	103	78	95	+17	89	+14
Estates & Sustainability	1,005	883	923	+39	994	+11
	14,378	12,946	13,176	+230	14,450	-72
SUPPLIES & SERVICES						
Faculties	981	700	950	+250	1,006	-25
Departments	1,944	1,570	1,835	+265	1,905	+39
Business Development	427	222	414	+192	252	+176
Other Activities	248	16	248	+232	20	+229
Estates & Sustainability	1,344	1,390	1,024	-365	2,001	-657
	4,944	3,898	4,471	574	5,183	-239
OTHER PAYROLL COSTS	306	179	179		306	
TOTAL EXPENDITURE	19,628	17,022	17,826	803	19,939	-311
TRADING SURPLUS/(DEFICIT)	353	1,597	347	+1,250	31	-322
<i>TRADING SURPLUS/(DEFICIT) as % of Income</i>	1.8%	8.6%	1.9%	6.7%	0.2%	-1.6%
RESTRUCTURING						
Voluntary Severance / Redundancy						
Pension Transfers						
Apprenticeship Levy	-35	-29	-29		-35	
Holiday Pay Accrual						
	-35	-29	-29		-35	
INTEREST						
Interest receivable	1		1	-1	1	
Interest Payable						
	1		1	-1	1	
DEFERRED GRANT & DEPRECIATION						
Release of Deferred Grant	475	110	119	-9	439	-36
Depreciation	-792	-198	-198		-792	
	-317	-88	-79	-9	-353	-36
STUDENT FUNDS						
Student Funds Income	4,688	2,129	1,172	+957	4,896	+208
Student Funds Expenditure	-4,688	-2,129	-1,172	-957	-4,896	-208
INVESTMENT FUNDS						
College Spend	-158				-158	
Transfer to ALF						
	-158				-158	
COLLEGE SURPLUS/(DEFICIT)	-156	1,480	240	+1,240	-514	-358
	-0	7.9%	1.3%	6.6%	-2.6%	-1.8%
PENSION						
FRS17 LPF	-2,046				-2,899	-853
Early Retirement provision	-251				-251	
	-2,297				-3,150	-853
OPERATING SURPLUS/(DEFICIT)	-2,453	1,480	240	+1,240	-3,664	-1,211
Transfer (To) / From Pension Reserve	2,046				2,899	+853
Transfer (To) / From Revaluation Reserve	407				407	
NET TRANSFER TO I&E RESERVE	0	1,480	240	+1,240	-358	-358
<i>Net transfer as % of Income</i>		7.9%	1.3%	6.6%	-1.8%	-1.8%

Variances

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

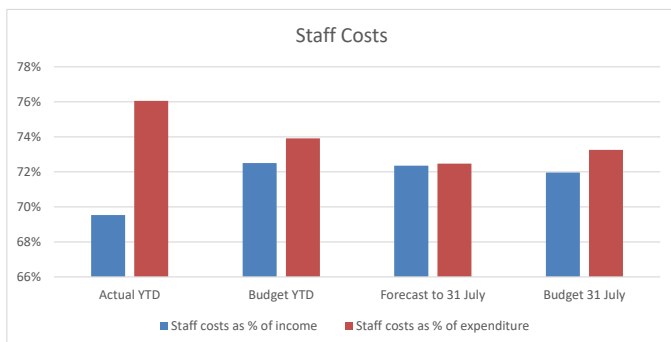
Explanations

Explanations for variances are noted in the following papers



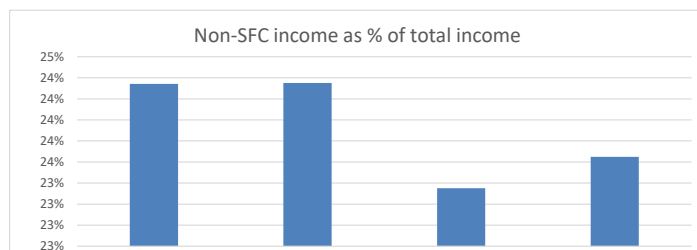
Commentary

- 1 Actual YTD trading surplus remains higher than full year forecast for a combination of reasons. Most of the SFC grants have been drawn down at this stage with a high level of spend still to be committed in July, relating to investments in premises. Although the annual pay award has been agreed, it has not been paid out to employees therefore the YTD surplus is inflated by approx. £300k.
- 2 Staff costs are forecast to out-turn higher than budgeted, £72k for various reasons including increased funds received to deliver activities such as the NTTF / YPG and CHS appropriate adult training and the agreed pay award being more generous than budgeted.
- 3 Overall income is now forecast to be almost in-line with budget, £11k 0.1% lower which includes the transfer of April - July '22 Estates funding into next year's budget. This transfer has been partially off-set by the additional non-recurring SFC income including funding mental health, digital poverty, national transition training funds and young persons guarantee schemes.
- 4 Forecast trading surplus is £31k, £322k 1.6% adverse variance to budget which largely relates to investment spend in premises.



Commentary

- 5 Full year forecast for staff costs as a percentage of both income and expenditure is in-line with budget.
- 6 Actual performance YTD, the staff costs represent a higher proportion of expenditure mostly due to the higher investment spend mentioned above not being incurred until July.
- 7 Staff cost forecast includes the £1,000 agreed 21-22 pay award.



Commentary

- 8 Actual YTD non-SFC income is now in-line with budget as invoices for SECTT training, CIBT, Articulation students etc. have been raised.
- 9 The full-year forecast position is lower than budgeted due to the one-off, non-recurring additional other SFC funds allocated in FY 21-22.

ADJUSTED OPERATING POSITION**Surplus/(deficit) before other gains and losses and share of operating surplus/(deficit) of joint ventures and associates****Add:**

Total depreciation (Government-funded, privately funded and NPD-funded assets) net of deferred capital grant release

Exceptional non-restructuring items (e.g. impairment costs)

Pension adjustment - Net service cost (FRS 102 Staff cost adjustment)

Pension adjustment - Net interest cost

Pension adjustment - Early retirement provision year-end revaluation charged to SOCI

Donation to Arms-Length Foundation

Deduct:

Non-Government capital grants credited to SOCI (e.g. ALF capital grant)

Exceptional income (if disclosed as exceptional in accounts)

Cash Budget Priorities (CBP) allocated to non-SOCI payments e.g. loan repayments and

NPD income applied to reduce NPD balance sheet debt

Adjusted operating position

	2021-22 Budget	2021-22 Forecast	2021-22 Variance	Comment
Surplus/(deficit) before other gains and losses and share of operating surplus/(deficit) of joint ventures and associates	(156)	(514)	(358)	Forecast movements in income & expenditure as outlined in Management Accounts
Add:				
Total depreciation (Government-funded, privately funded and NPD-funded assets) net of deferred capital grant release	317	353	36	Increase in depreciation as a result of FA revaluation and additional Capital Grant Associated with 2021 Capital Programme
Exceptional non-restructuring items (e.g. impairment costs)	0	0	0	
Pension adjustment - Net service cost (FRS 102 Staff cost adjustment)	0	0	0	
Pension adjustment - Net interest cost	0	0	0	
Pension adjustment - Early retirement provision year-end revaluation charged to SOCI	0	0	0	
Donation to Arms-Length Foundation	0	0	0	
Deduct:				
Non-Government capital grants credited to SOCI (e.g. ALF capital grant)	0	0	0	
Exceptional income (if disclosed as exceptional in accounts)	0	0	0	
Cash Budget Priorities (CBP) allocated to non-SOCI payments e.g. loan repayments and	190	190	0	
NPD income applied to reduce NPD balance sheet debt				
Adjusted operating position	(29)	(351)	(322)	Forecast movements in income & expenditure as outlined in Management Accounts

West Lothian College

8 September 2022

Finance and General Purposes Committee**CREDIT UPDATE 2021-22**

This paper provides an update of progress against target in relation to the 2021-22 Scottish Funding Council (SFC) agreed allocations.

SFC target and actual credits are now broken down to allow monitoring of each element, including YPG (Young Persons Guarantee) / NTTF (National Transition Training Fund) allocations.

	CORE	YPG/NTTF
SFC Core Credit Target	47,776	
YPG/NTTF Credit Target		1,833
Current Credit Position (at 23 Aug 2022)	48,047	2,584
Planned Activity	433	
Above/(below) SFC target	704	751

The table above shows that we are currently predicting to be above our SFC target, continuing our track record in exceeding credit targets. Committee members are reminded that SFC has increased our core credit target for 2022-23 onwards in response to this.

Preparations are underway for the final return to SFC on 30 September 2022 and the audit that will take place in the week commencing 12 September. It is likely that the forecasted surplus may moderate slightly as a result of the pre-audit checks and once we have final confirmation of deferred student outcomes for 2021-22.

The committee is asked to note the information in this paper.

Simon Earp

Vice Principal, Performance and Improvement

8 September 2022

Finance and General Purposes Committee

HR AND PEOPLE DEVELOPMENT REPORT

Introduction

The HR and People Development report for the period April to June 2022 in Appendix 1 is structured on our People Strategy themes of:

- Workforce
- Health and wellbeing
- Learning and development culture
- Reward and recognition
- Staff experience and engagement
- Employee relations
- Equality, diversity and inclusion.

Staff Equalities Data

A staff equalities data report is included at Appendix 2. This contains data on protected characteristics of staff across all stages of the recruitment and employee lifecycle with West Lothian census information (where available) presented as a reference point. Number of posts advertised includes fixed term contracts.

In March 2022 all staff were invited to share equality and diversity information. This exercise was undertaken in conjunction with trade unions. As a result increased data on various protected characteristics was obtained. This will inform positive action which is part of the staff component of the college's Equalities Outcomes action plan, particularly in relation to younger people, people with disabilities and those with ethnic minorities origin.

Investors in People

In June the college was informed of its accreditation at Gold level for Investors in People. A report detailing recommendations for the three years ahead was provided. The Gold award was presented to the college Board at the August staff conference. The recommendations and how these are best taken forward will now be considered.

August Staff Conference

Around 300 colleagues took part in August's staff conference. The theme of the conference was emerging stronger from the pandemic years. In the morning teams engaged to consider the college's four strategic goals and how they contribute towards these. Board members supported these discussions. Over lunch and into

West Lothian College

8 September 2022

the afternoon staff could reconnect with each other with team walks and social activities. Feedback from staff about the event was very positive.

Fair Work

The Scottish Fair Work Convention is an independent advisory body to Scottish Government ministers. A Fair Work framework has been developed across five dimensions of effective voice, opportunities, security, fulfilment and respect. Work is underway at a sector level to review this against current practices. A college self-assessment against the framework will be undertaken. The conclusion of this will inform a review of the college's People Strategy.

Action

The committee is invited to discuss the attached reports.

Derek O'Sullivan

Head of HR and People Development

8 September 2022

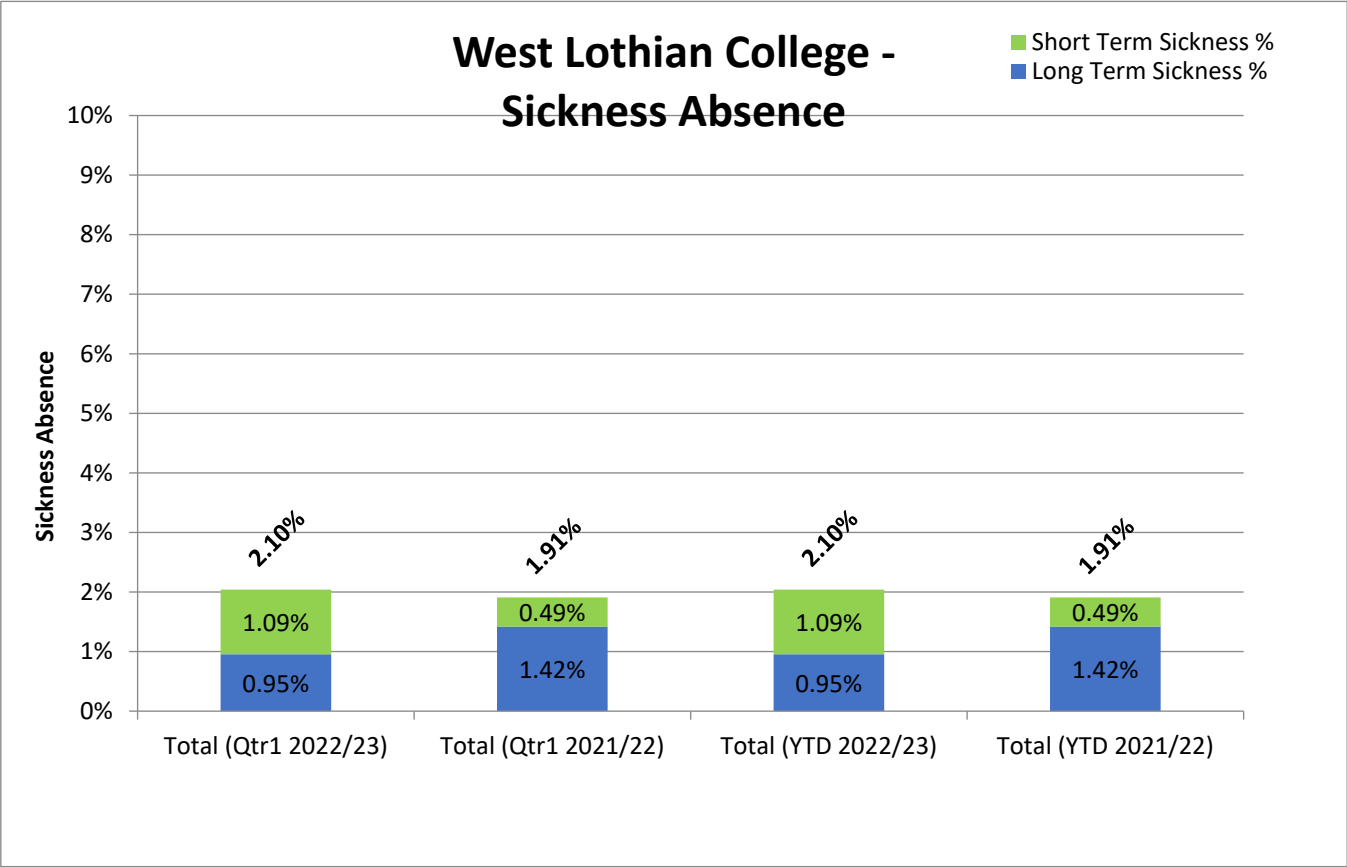
PEOPLE STRATEGY THEME	UPDATE (APRIL TO JUNE 2022)										
Workforce (Recruitment)	<ul style="list-style-type: none"> • All substantive posts were filled in the period and there were 10 new starts: <ul style="list-style-type: none"> ○ Lecturing applicant to vacancy ratio 4:1 (decrease on previous quarter ratio of 7:1) ○ Support applicant to vacancy ratio 5:1 (no change on previous quarter) 										
Workforce (Retention)	<ul style="list-style-type: none"> • There were 13 leavers in the period • Employee turnover for the quarter was 4% • Reasons for leaving were as follows: <div data-bbox="607 531 1904 1337" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Reason for leaving employment April to June 2022</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>Reasons for leaving employment (April to June 2022)</caption> <thead> <tr> <th>Reason</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>End of Contract</td> <td>5</td> </tr> <tr> <td>Retirement</td> <td>1</td> </tr> <tr> <td>Resignation Other Reason</td> <td>6</td> </tr> <tr> <td>Resignation Other Employment</td> <td>1</td> </tr> </tbody> </table> </div>	Reason	Count	End of Contract	5	Retirement	1	Resignation Other Reason	6	Resignation Other Employment	1
Reason	Count										
End of Contract	5										
Retirement	1										
Resignation Other Reason	6										
Resignation Other Employment	1										

**PEOPLE STRATEGY
THEME**

UPDATE (APRIL TO JUNE 2022)

Health and Wellbeing

- Sickness absence for the quarter was 2.1% (a small increase compared to same quarter in the previous year which was 1.9%).
- The bar chart information below shows the quarterly data, a YTD total for the current year and the YTD total for the comparative time for the previous year. As the report is the first quarter this are the same figures as the quarterly figures.



PEOPLE STRATEGY THEME	UPDATE (APRIL TO JUNE 2022)
Health and Wellbeing	<ul style="list-style-type: none"> • Sickness absence is monitored and appropriate actions taken in line with the Your Attendance Matters policy. In particular, long term sickness cases are monitored and managed proactively ensuring relevant actions are taken to facilitate resolution of the absence episode. • Throughout the quarter, staff resilience training continued to be promoted and delivered. • In May staff participated in a college-wide walking challenge, improving health and social connections. Prizes for the winning teams were awarded in June’s all-staff ‘Celebrate Success’ event. • In June staff could participate in Desk Exercise live sessions delivered by Connect Health, our physiotherapy provider. • Public health advice was provided to all staff regarding the monkeypox virus. • Employee health and wellbeing benefits of free access to physiotherapy, counselling and the employee assistance service were promoted – together with information on staff discounts for West Lothian Leisure Xcite gym membership.
Learning and Development Culture	<ul style="list-style-type: none"> • General Teaching Council for Scotland (GTCS) registration was successfully completed with 100% of lecturers, who are eligible under the first and second tranche of registration, fully registered – a sector-leading completion rate. • Investors in People Gold level accreditation was confirmed, achieving a People Strategy 2021-2025 aim and an improvement on our previous Silver award. • During this quarter learning and development activities have been sourced, delivered or supported in the following subject areas during this quarter: <ul style="list-style-type: none"> • ‘Having Difficult Conversations and Feedback’ was delivered to managers to provide them with tools to use at their annual review meetings • Resilience Workshops concluded with all staff being offered the opportunity to attend (40 dates were available) • Fire Marshal Training was completed and further training may be planned for the start of this academic year • Evacu-Rite Chair Training was completed by the Estates team • The CDN Workforce Survey concluded and once the final results are available this will be used to support planning for academic year 2022/23. • The college’s Career Long Professional Learning Policy was updated to fully reflect GTCS revalidation requirements and the inclusion of a ‘clawback’ clause for funding of staff development as a retention measure and to improve college value of return on staff development spend. • In this quarter staff undertook their annual Personal Learning Plan (PLP) discussion with their line manager. • The deadline for staff mandatory training for AY21/22 was extended to end July. Directors and Heads are following up directly with any staff who have not completed the training and those individuals will be requested to prioritise the training as a matter of urgency.

PEOPLE STRATEGY THEME	UPDATE (APRIL TO JUNE 2022)
Reward and Recognition	<ul style="list-style-type: none"> • In June the first in person Celebrate Success Event was held since June 2019. The event recognised a range of staff achievements which were nominated by colleagues and the students too. • National negotiations concluded on the cost-of-living pay award for lecturing and support staff. A flat rate award of £1,000 consolidated on all pay points was agreed for both groups. • Employee benefits, particularly those relating to finance, were promoted including staff access to retail and services discounts and the possibility of tax relief on professional memberships.
Staff Experience and Engagement	<ul style="list-style-type: none"> • The Hybrid Working Project Group, established to review working arrangements for the college from 2022-23, concluded its work. Staff accommodation changes were made and a hybrid working and communication guide will be issued at the start of the new academic year. • Three staff meetings (two on campus, one online) took place in April and May to update staff on progress in-year, funding for 2022-23 and priorities for the year ahead.
Employee Relations	<ul style="list-style-type: none"> • EIS conducted strike action and action short of strike action relating to the cost-of-living pay award which was subsequently agreed, therefore ending this industrial action. • A joint EIS and UNISON JNCC took place where Vice Principals shared information on college funding and priorities for the year ahead. • One UNISON JNCC took place. Items discussed included an update on progress on national job evaluation, an update on the work of the Hybrid Working Group, national bargaining annual leave and terms and conditions Circulars. • Three investigations commenced under the college's Disciplinary Procedure.
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> • The college's Equalities Outcomes 2021-25 action plan, including those focussed on staff, was finalised and is in place. • As part of this quarter's report a staff equalities report for academic year 2021-2022 is included.

Derek O'Sullivan

Head of HR and People Development

8 September 2022

Equal Opportunities Monitoring Report 2021 - 22

1. Local population:	175,100
2. Number of Posts Advertised:	94
3. Number of Applications:	626
4. Number of Applications Interviewed:	130
5. Number of Appointments:	83
6. Workforce:	351
7. Leavers (retiral, resignation, severance)	68

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Leavers (% of Total)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Gender*												
Male	85550	48.86	179	28.59	40	30.77	27	32.53	28	41.18	99	28.21
Female	89550	51.14	424	67.73	85	65.38	54	65.06	40	58.82	252	71.79
Other	-	-	4	0.64	1	0.77	1	1.20	0	0.00	0	0.00
Not Disclosed	-	-	19	3.04	4	3.08	1	1.20	0	0.00	0	0.00
Disability*												
Yes	32448	18.53	99	15.81	14	10.77	10	12.05	1	1.47	22	6.27
No /Prefer Not to say	-	-	505	80.67	69	53.08	66	79.52	67	98.53	329	93.73
Not Disclosed	-	-	22	3.51	47	36.15	7	8.43	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)		Leavers (% of Total)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Ethnicity												
White	170850	97.57	564	90.10	122	93.85	79	95.18	19	27.94	315	89.74
Indian	641	0.37	5	0.80	0	0.00	0	0.00	0	0.00	1	0.28
Pakistani	1402	0.81	14	2.24	0	0.00	3	3.61	0	0.00	1	0.28
Bangladeshi	11	0.01	1	0.16	0	0.00	0	0.00	0	0.00	0	0.00
Asian Other	371	0.21	1	0.16	0	0.00	0	0.00	0	0.00	0	0.00
Chinese	498	0.28	2	0.32	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	13	2.08	4	3.08	0	0.00	0	0.00	1	0.28
Black Other	12	0.01	1	0.16	0	0.00	0	0.00	0	0.00	0	0.00
Mixed	534	0.3	1	0.16	0	0.00	0	0.00	0	0.00	0	0.00
Other	218	0.12	9	1.44	2	1.54	0	0.00	0	0.00	1	0.28
Not Disclosed	-	-	15	2.40	2	1.54	1	1.20	49	72.06	32	9.12

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Leavers (% of Total)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Nationality*												
British	165284	94.4	539	86.10	112	86.15	72	86.75	18	26.47	315	89.74
Irish	510	0.29	4	0.64	0	0.00	0	0.00	0	0.00	0	0.00
Rest of Europe	5112	2.92	57	9.11	10	7.69	7	8.43	1	1.47	0	0.00
Elsewhere **	3646	2.08	11	1.76	4	3.08	3	3.61	0	0.00	4	1.14
Not Disclosed	548	0.31	15	2.40	4	3.08	1	1.20	49	72.06	32	9.12

*Source: 2011 Census

** Includes dual nationality in addition to elsewhere

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Leavers (% of Total)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Age												
16-29	29924	17.09	156	24.92	30	23.08	17	20.48	10	14.71	26	7.41
30-49	52973	30.25	327	52.24	56	43.08	37	44.58	29	42.65	144	41.03

50-64	32881	18.79	121	19.33	34	26.15	24	28.92	19	27.94	160	45.58
65-74	14373	8.21	6	0.96	2	1.54	1	1.20	7	10.29	17	4.84
74+	9514	5.43	1	0.16	0	0.00	0	0.00	1	1.47	4	1.14
Not Disclosed	35435	20.23	15	2.40	8	6.15	4	4.82	2	2.94	0	0.00

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Leavers (% of Total)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Religion												
Buddhist	N/A	N/A	1	0.16	0	0.00	0	0.00	1	1.47	2	0.57
Christian	N/A	N/A	204	32.59	42	32.31	25	30.12	10	14.71	64	18.23
Hindu	N/A	N/A	4	0.64	0	0.00	0	0.00	1	1.47	1	0.28
Jewish	N/A	N/A	1	0.16	0	0.00	0	0.00	0	0.00	0	0.00
Muslim	N/A	N/A	27	4.31	0	0.00	3	3.61	0	0.00	1	0.28
Sikh	N/A	N/A	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
No Religion	N/A	N/A	334	53.35	75	57.69	46	55.42	13	19.12	61	17.38
Not Disclosed	N/A	N/A	55	8.79	13	10.00	9	10.84	43	63.24	222	63.25

	Local population (% of Total)		Applicants (% of Total)		Interviewed (% of Total)		Appointed (% of Total)		Leavers (% of Total)		Workforce Profile (% of Total)	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Sexual Orientation												
Bisexual	N/A	N/A	24	3.83	3	2.31	1	1.20	1	1.47	3	0.85
Gay Man	N/A	N/A	9	1.44	2	1.54	1	1.20	1	1.47	1	0.28
Gay Woman/Lesbian	N/A	N/A	7	1.12	3	2.31	1	1.20	1	1.47	1	0.28
Heterosexual/Straight	N/A	N/A	539	86.10	113	86.92	75	90.36	18	26.47	143	40.74
Other	N/A	N/A	40	6.39	4	3.08	2	2.41	43	63.24	0	0.00
Not Disclosed	N/A	N/A	7	1.12	5	3.85	3	3.61	4	5.88	203	57.83

Finance and General Purposes Committee

STUDENT FUNDS UPDATE

The purpose of this paper is to provide an update on financial support made to students during the summer period and inform the committee of student funding received from West Lothian Council's Anti-Poverty team.

Student financial support summer 2022

In light of Scottish Government guidance to financially support students as much as possible (see attached letter) the college paid out almost £500k to 467 students returning to the college in academic year 2022-23 to do either a further education course or progressing onto a higher education level course. In addition, £10k was paid out to 200 students undertaking Skills Boosts courses, ESOL courses (for Ukrainians) and summer school activities.

West Lothian Council Anti-poverty fund

The college has received £50,000 from West Lothian Council Anti-Poverty Team to support young people experiencing poverty to stay in learning. This funding is aimed at students who are aged 24 or under and undertaking an access course to help with the cost of studying, travel and digital connectivity. This is now being promoted to students on the college website, social media and at student induction.

Action

The committee is asked to note the update.

Jennifer McLaren

Vice Principal, Finance and Corporate Services

8 September 2022



T: 0300 244 4000
E: scottish.ministers@gov.scot

To: Principals and Fund Managers of Universities
and Colleges

JH June 2022

Summer Support for Students – Discretionary Funds

Dear Principal
Further to my letter in February, I am writing to you today to re-emphasise the importance of supporting students experiencing financial hardship, particularly as we enter into the summer months, where many students will have received their final student support payment.

The summer months can be a particularly challenging time for students in terms of finances, which this year has been further exacerbated by the cost of living crisis. As a result of this, I wish to reassure our students that their college and university Discretionary Funds remain available to them over the summer period, up until the 31st July 2022.

Recent analysis by Government officials has indicated that there is a surplus of funds remaining within the sector, therefore I am once again asking that you continue to prioritise the allocation of these funds to support those students most in need. I also ask that you continue to raise awareness of the availability of these funds especially over the summer period.

I have asked my officials to further promote the funds via SAAS and the Student Information Scotland websites as well as social media platforms.

Thank you for your support in this matter.



JAMIE HEPBURN

