

## West Lothian College Finance and General Purposes Committee

Meeting Date:	Thursday 16 February 2023: 10.30 am to 12.30 pm
Venue:	Meeting room 2, Number 1 on the Square Online attendance details included in Teams meeting invitation

Ref	Agenda Item	Paper	Lead
<b>1.</b>	<b>Committee Administration</b>		
1.1	Welcome and apologies		MN
1.2	Declaration of Conflicts of Interest		MN
1.3	Minutes of Previous Meeting – 24 November 2022	1	MN
1.4	Matters Arising	2	MN
<b>2.</b>	<b>Matters for Recommendation for Board Approval</b>		
2.1	None		
<b>3.</b>	<b>Matters for Recommendation for Audit Approval</b>		
3.1	None		
<b>4.</b>	<b>Matters for Attention</b>		
4.1	Financial Management (i) Management Accounts January 2023 (ii) College Funding 2023-24 (iii) Student Funds Update 2022-23	3 4 5	J McL JMCL JMCL
4.2	Infrastructure Update	6	JMCL
4.3	Business Development (i) Business Development Report	7	SE
4.4	(i) HR and People Development Report including Staff Experience Survey 2022 (ii) Employers Association Update	8 Verbal	DOS DOS AL
<b>5.</b>	<b>Matters for Information</b>		
5.1	(i) Credit Target Update (ii) Self-Evaluation of F&GP Committee	9 Verbal	SE/SJ JS
<b>6.</b>	<b>Any Other Business (AOB)</b>		MN
<b>7.</b>	<b>Review of Committee and Supporting Papers</b>		JS
<b>8.</b>	<b>Date of Next Meeting:</b>		
	Thursday 15 June 2023, 10.30am – 12.30pm		MN

## West Lothian College

16 February 2023

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### Finance and General Purposes Committee

#### Meeting of 24 November 2022

Members Present: Moira Niven (Chair and non-executive member)  
Alex Linkston (Non-executive member)  
Sue Stahly (Non-executive member)  
Tony Sharkey (Co-opted non-executive member)  
Jackie Galbraith (Principal)  
Karine Bourdarias (Student President)

In attendance: Simon Earp (Vice Principal Performance and Improvement)  
Sarah-Jane Linton (Vice Principal Learning and Attainment)  
Jennifer McLaren (Vice Principal Finance and Corporate Services)  
Hazel Brady (Shadow staff member)  
Fiona Hudson (Head of Finance, Procurement and Student Funding)  
Derek O'Sullivan (Head of HR and People Development)  
Daniel Evans (Head of Business Development)

#### Presentation: Meet the Estates Team: Core Services

The Committee heard an informal presentation from David Milne, Vicki Tierney, Kyle Mannifield and Jim McKee in the Estates team.

Staff spoke about their previous work experience and how they had come to work at the college and gave an insight into the type of work involved in delivering the core service including buildings and grounds maintenance. The team reported on the favourable comments received from students and parents on the new, modern look of the campus.

The team were very positive and enthusiastic about their work and feel valued as part of the wider college team. They were very positive about on-going personal development opportunities offered by the college. All of the team have engaged in a range of qualifications that not only supports them to do their job but offers opportunities for career development.

The Committee found it very helpful to meet the team and praised them for the quality of their work. The Committee passed on thanks to the Head of Estates and Sustainability for enabling the team to attend the meeting.

### 1 Committee Administration

#### 1.1 Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were received from Frank Gribben.

### **1.2 Declarations of Conflicts of Interest**

There were no declarations of conflicts of interest.

### **1.3 Minutes of the Meeting of 8 September 2022**

The Committee approved the minutes as a correct record.

### **1.4 Matters Arising**

**Action 1:** The Board Secretary and Governance Advisor confirmed the committee was quorate. Membership will be reviewed in 2023 subject to recruitment of new board members.

The Committee noted that all other actions were completed but asked that staff turnover rates are presented quarterly rather than annually.

This was duly noted by the Head of HR and People Development.

## **2 Matters for Recommendation for Board Approval**

### **2.1 Procurement Strategy**

The Vice Principal Finance and Corporate Services spoke to the Procurement Strategy, informing the Committee that it uses a standard template to ensure the college is compliant with legislation. The committee commented that the strategy is a very good document and suggested that a future version should include Office of Procurement Review report themes.

The committee asked if the college checks that suppliers have the right equalities policies in place to meet point 5.5 on the Equality Duty. The Vice Principal Finance and Corporate Services confirmed the college does check when we are tendering but does not check when placing general orders since the bulk of spend is done through the public procurement framework which ensures equalities aspects are covered.

The committee also suggested that the action plan should be specific about when procurement training is to be carried out. The Vice Principal, Finance and Corporate Services agreed to insert a statement in the action plan prior to submitting to the Board.

**Action 1: Vice Principal, Finance and Corporate Services - Action plan to include specific dates when procurement training will occur.**

The Chair discussed the criteria used for procurement. The Vice Principal Finance and Corporate Services confirmed that quality is very important and that every order is scrutinised by the Procurement Officer to ensure value for money.

The committee was content to recommend this strategy to the Board of Governors for approval.

**3 Matters for Recommendation for Audit Approval**

**3.1 Annual Report and Financial Statement**

The committee passed on positive feedback and praise regarding the many achievements of the college against the background of the pandemic.

The Vice Principal Finance and Corporate Services presented the paper and the Chair led a discussion on key points, highlighting the results for the year and urging the committee to review the adjusted operating position which strips out volatility. The committee was informed that an early, interim valuation carried out to re-value assets had resulted in a gain.

The Vice Principal, Finance and Corporate Services discussed adjustments needed for pensions, early retirements and the planned deficit of £81,000. The Chair asked for confirmation that a deficit position had been approved by the Scottish Funding Council (SFC) for the purpose of enabling re-investment in estate. The Vice Principal, Finance and Corporate Services confirmed this was the case, noting that the actual deficit was significantly less than had been agreed.

The committee's attention was drawn to the notional surplus showing for pensions. This is a snapshot situation and the figure will go into deficit as the year progresses. It was confirmed that this does not affect the cash or operational situation of the college.

The committee praised the quality of the accounts and acknowledged the work put in to preparing the accounts by the Vice Principal, Finance and Corporate Services and the Head of Finance and Procurement.

**Action 2: Vice Principal, Finance and Corporate Services – Action**  
**The committee noted that the list of members should be updated to reflect accurate board membership and tenure dates.**

The committee was content to recommend Paper 4 to the Audit Committee meeting of 1 December 2022. The Chair of Finance and General Purposes Committee will present the paper.

## **4 Matters for Attention**

### **4.1 Financial Management**

#### **4.1.1 Management Accounts October 2022**

The Head of Finance, Procurement and Student Funding introduced the management accounts to October 2022. The Committee heard we are more or less in line with budget but that there are a number of uncertainties such as the allocation of grant for the Young Person's Guarantee and Flexible Workforce Development Fund, as well as forthcoming challenges that may arise due to a national pay award settlement. The Committee discussed the budget allocation of 2% set aside for the pay award, noting that College Employers Scotland has asked for funding from government to allow the sector to reach an acceptable settlement with trade unions.

The Committee discussed the use of scenario planning around funding and the implications of SFC not providing the assumed funding for the Young Person's Guarantee and Flexible Workforce Development Fund. The Committee commented that the college is likely to experience difficult years ahead on funding. The Vice Principal, Finance and Corporate Services confirmed that scenario planning is carried out on a regular basis and it is not necessary to introduce an additional exercise at this time.

The Vice Principal, Finance and Corporate Services noted that the management accounts were delayed due to staff absences at the auditors and that the college had given an assurance the numbers would not change for the Audit Committee.

The Committee noted this paper.

#### **4.1.2 Student Funds Update**

The Vice Principal, Finance and Corporate Services discussed the increasing number of student requests for hardship funding and

## West Lothian College

16 February 2023

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confirmed the college is bidding for an additional £500,000 from SFC in-year redistribution of funds to support full-time further education students. The Committee was informed that SFC has introduced a cap of £10,000 per student.

The Student Association confirmed that many students are struggling financially and asking for discretionary funding support. The Vice Principal, Finance and Corporate Services highlighted that funding is to be paid fortnightly to students from December 2022 to support students with budgeting.

The Committee asked if students are leaving courses due to financial concerns. The Vice Principal, Performance and Improvement confirmed that withdrawal rates are lower than last year but that is not to say students are not struggling financially.

### **4.1.3 Reconciliation of Final Outturn 2021-22**

The Head of Finance, Procurement and Student Funding spoke to this paper, highlighting pension payments and re-valuation of assets as the two main areas of movement. The Committee was assured that the college is confident the forecast at June was reasonable and the financial situation is as expected.

The Committee had no questions on this paper and was content to note the paper.

### **4.1.4 College Certificate 2021-22**

The Vice Principal, Performance and Improvement spoke to this paper and confirmed the college has, yet again, exceeded the credit target in 2021-22 with a clean audit and no financial clawback.

The Committee noted this paper.

### **4.1.5 Credit Update**

The Chair queried the variance on the SFC target which was materially different from the same time last year. The Vice Principal, Performance and Improvement re-assured the Committee that we will meet the credit target in this academic year through other activity not yet recorded on our system. The Principal confirmed the college has secured additional credits this year which will be delivered, despite reducing the majority of full-time further education courses to 16 credits.

## West Lothian College

16 February 2023

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The Committee was assured the credit target will be met and noted the paper.

### 4.2 Business Development

#### 4.2.1 Business Development Report

The Vice Principal, Performance and Improvement introduced the paper and highlighted income secured to support new projects. The Committee discussed training contracts secured that are outside West Lothian. The Vice Principal, Performance and Improvement highlighted we have an excellent track record through our nationwide SVQ delivery with employers. The Principal emphasised that we are one of the three biggest providers of SVQs in the sector which is impressive for a college of our size. The Committee also heard that a Training Vault is being created by the college to enable people in work to easily access individual training courses specific to their needs.

The Committee was impressed by this work and asked if a more detailed input could be given to the Committee at a later date.

**Action 3: Vice Principal, Performance and Improvement - The Chair requested a presentation on Workforce Development contracts be given at a future meeting of the Finance and General Purposes Committee.**

#### 4.2.2 Presentation on Income Generation

The Committee heard a presentation from the Head of Business Development which highlighted recent achievements and future challenges. The Committee discussed whether companies will only engage in training their employees if Flexible Workforce Development Funding continues.

The Committee asked if there was a catalogue of courses available to employers. The Head of Business Development reported that businesses can access the website which has a separate area for employers. There was further discussion around the benefits of promoting online courses nationally and whether the college can link up with private training providers.

The Committee thanked the Head of Business Development for his presentation.

## West Lothian College

16 February 2023

---

### 4.3 Infrastructure Report

The Vice Principal, Finance and Corporate Services introduced the paper and reported on key projects. The Committee noted the ECOHOUSE Project turf cutting ceremony took place on 23 November 2022 and that the build start date has been delayed due to planning permission.

The Committee heard the college had successfully bid into the government's decarbonisation funding and was awarded £2 million through which we will decarbonise one of our buildings.

The Committee asked if this £2 million included displacement costs and the Vice Principal, Finance and Corporate Services confirmed that it did not. The Principal confirmed the college will seek additional funding as this work proceeds and that students will be relocated on a temporary basis.

There was a discussion around potential cost savings to be made from the decarbonisation project. It was suggested the Vice Principal, Finance and Corporate Services should look at building this comparison into the tender process to maximise any savings that can be made.

The Committee agreed this project needs further discussion and would like to see more detail coming to the next committee meeting.

**Action 4: Vice Principal Finance and Corporate Services - Tender documentation to include cost savings comparison.**

### 4.4 HR and People Development Report

**4.4.1** The Head of HR and People Development introduced the report, highlighting the main areas of concern were staff absence and turnover.

The Committee was informed that the college is managing all absence cases appropriately. The Committee commented that it was useful to see the pre-pandemic staff absence figures as a comparison.

The Committee noted that 2021-22 turnover is broadly comparable to the pre-pandemic years but is also rising. The Head of HR and People Development reflected that it is difficult to pinpoint why turnover is rising, and that this appears to be a trend across a wide range of sectors post-pandemic. Some staff are leaving for positive reasons such as career advancement.

#### 4.4.2 Employers Association Update



## West Lothian College

16 February 2023

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The Chair of the Board of Governors gave an update on membership of College Employers Scotland (CES) and informed members that CES has asked for additional funding to support forthcoming pay awards with a view to avoiding industrial action. CES awaits a response from government on whether additional funds will be made available.

### **5 Matters for Information**

There were no additional matters for information.

### **6 Any Other Business**

The Head of HR and People Development requested that members of the HR team can accompany him to future meetings for personal development purposes.

The Committee agreed to this request.

### **7 Review of Committee and Supporting Papers**

The Committee agreed that papers are comprehensive and fully prepare members to engage in Committee discussion. The Committee are content that papers are sufficiently detailed and of good quality to enable scrutiny.

### **8 Date of Next Meeting**

The next meeting will be held on 16 February 2023 at 1000 am.

The meeting will commence with a presentation on the SVQ portfolio from the Workforce Development Team.

Signed: \_\_\_\_\_

(Chair of Finance and General Purposes Committee)

Date: \_\_\_\_\_

## West Lothian College

16 February 2023

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### Finance and General Purposes Committee

#### **Matters Arising / Action update from the Finance and General Purposes Committee Meeting of 24 November 2022.**

##### **Action 1: Vice Principal, Finance and Corporate Services**

Action plan to include specific dates when procurement training will occur.

**Action status: Completed: dates were added to the action plan.**

##### **Action 2: Vice Principal, Finance and Corporate Services**

The committee noted that the list of board members should be updated to reflect accurate board membership and tenure dates.

**Action status: Completed: list was updated.**

##### **Action 3: Vice Principal, Learning and Attainment**

The Chair requested a presentation on Workforce Development contracts be given to a future meeting of the Finance and General Purposes Committee

**Action Status: Carry forward: Presentation to be given on 15 June 2023.**

##### **Action 4: Vice Principal Finance and Corporate Services**

Tender documentation to include cost savings comparison.

**Action status: Complete: update in Infrastructure paper.**

## West Lothian College

16 February 2023

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### Finance and General Purposes Committee

#### COLLEGE FUNDING 2023-24

##### Purpose

This paper provides the committee with an update on the latest college funding information for fiscal year 2023-24. The final budget for the sector will not be finalised until it has gone through the Scottish Parliament's legislative process.

##### Scottish draft budget 2023-24 – revenue funding

In the 2023-24 draft budget announcement made 15 December 2022 the Scottish Government announced increased revenue funding for the college sector of £26 million, representing an increase of 3.8% against the level of funding for 2022-23.

The latest information from the Scottish Funding Council (SFC) is that the additional £26 million is a one-off allocation and will not be incorporated into core grant-in-aid. It is likely that it will be used for transformational/transitional support for the sector. SFC is still to provide more detailed information.

A sector wide reduction in core credits is also being considered by SFC. It is expected that any percentage credit reduction applied will be done on a college by college basis.

It should, however, be stressed that no final decisions have been taken by SFC so the position may change. Indicative funding allocations are normally provided at the end of February with final funding announced in May. However, indicative funding announcements are being delayed this year and are not expected until mid-late March 2023.

As previously indicated, Young Person's Guarantee funding will not continue beyond 2022-23. Future funding of Foundation Apprenticeships has not been confirmed as negotiations are ongoing between SFC and the Scottish Government.

##### Scottish draft budget 2023-24 – capital funding

The Scottish Government has increased current levels of capital funding for the college sector with an increase of £7.7m (10%) against the draft budget for 2021-22. The final allocation of this funding is still to be confirmed and will be subject to further dialogue between the Scottish Government and SFC.

**West Lothian College**

16 February 2023

**Potential impact on the college**

Based on what is currently known it is likely that colleges will receive a flat cash settlement for 2023-24. Clearly this will present challenges in setting a balanced budget when staff and non-staff increases are factored in.

To assist the committee in assessing the potential impact of what has been outlined above, key information from the 2022-23 budget is shown in the table below.

<b>Income</b>	<b>Assumed £'000</b>	<b>Actual £'000</b>
Core grant-in-aid	12,653	12,653
Foundation Apprenticeship funding	647	647
Young Person's Guarantee funding	597	282
Flexible Workforce Development Fund	603	349
Estates grant	398	398
<b>Trading position</b> (excluding depreciation costs)		
<b>Total income</b> (includes student support funding)	<b>20,989</b>	<b>20,420</b>
Total expenditure	20,952	
Staff costs	15,699	
Staff costs as a percentage of total income	75%	
Staff costs as a percentage of total expenditure	75%	

Both Audit Scotland and the Scottish Funding Council reported in 2020-21 that the sector average percentage for staff costs as a percentage of total expenditure was 71%. This figure is taken from the annual financial statements and includes depreciation costs. The equivalent figure for the college in 2020-21 was 72%.

**Action**

The committee is asked to discuss the latest funding information for 2023-24.

**Jennifer McLaren**

Vice Principal, Finance and Corporate Services

16 February 2023

**West Lothian College**

16 February 2023

**Finance and General Purposes Committee****STUDENT FUNDS UPDATE 2022-23****Introduction**

This paper provides an update on the latest position on student funds. At the November 2022 meeting of the committee, members were informed that the college had participated in the Scottish Funding Council's (SFC) in-year redistribution exercise. SFC has since confirmed that our bid for £500k discretionary funding for further education (FE) students was successful. The table below compares the revised allocation of funds against the latest forecast for the year:

	<b>Allocation 2022-23</b>	<b>In-year redistribution</b>	<b>Total Allocation 2022-23</b>	<b>Forecast 2022-23</b>	<b>(Over)/under budget</b>
	£'000	£'000	£'000	£'000	£'000
<b>Bursary</b>	3,078	-	3,078	2,912	166
<b>Childcare</b>	441	-	441	402	39
<b>Discretionary</b>	703	500	1,203	849	354
<b>Total</b>	<b>4,222</b>	<b>500</b>	<b>4,722</b>	<b>4,163</b>	<b>559</b>

The remaining funds will be used to:

- Make additional and one-off discretionary fund payments throughout the year to care experienced students and students from low income families
- Give fuel payments to students from low income families given the increase in utility costs
- Purchase equipment and supplies for FE students
- Provide financial support to students during the summer period who will be returning to the college in academic year 2023-24.

**Action**

The committee is asked to note the latest position with regard to student funds for 2022-23.

**Jennifer McLaren**

Vice Principal, Finance and Corporate Services

16 February 2023

## **Finance and General Purposes Committee**

### **INFRASTRUCTURE UPDATE**

#### **Purpose**

The paper provides the committee with an update on projects being taken forward in 2022-23.

#### **Faculty projects**

The committee is reminded that two faculty projects are to be undertaken in the summer of 2023:

- Additional workshop space is to be created in the Faculty of Computing, Engineering and the Built Environment to increase apprenticeship capacity and provide an opportunity to grow the construction and plumbing curriculum in response to industry demand (provisional budget £147k).
- The Faculty of Business, Creative and Enterprise is to reconfigure three rooms on the ground floor of Building No. 5 on the square to create more flexible teaching, staff and student space. On the first floor a new hair salon, dispensary and flexible teaching area are to be created (provisional budget £300k).

The tender for the two projects is to be issued in February 2023 and once the tender has been awarded the committee will be asked to approve final budgets. This is expected to be at the June 2023 meeting of the Finance and General Purposes Committee.

#### **ECOHOUSE: Skills Centre for Sustainable Living**

A turf-cutting ceremony took place in November 2023. However, construction work will not now start until February 2023 due to a delay in receiving building warrants from West Lothian Council planning department. Negotiations are ongoing on a revised completion date given the delay to the start of the project. Every effort is being made to ensure that the project will be completed before the start of the new academic year.

#### **Heat Decarbonisation and Energy Efficiency Project**

At the November 2022 meeting of the Finance and General Purposes Committee, the committee was informed that the college had been successful in securing funding from the Scottish Central Government Energy Efficiency

## West Lothian College

16 February 2023

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Grant Scheme to decarbonise Building No.4. A budget of £2 million was approved.

The committee was informed that works to be undertaken include the removal of gas boilers and installing of a non-fossil fuel alternative i.e. air source heat pumps, building insulation and secondary or new double glazing.

The tender for delivery of the project was issued at the start of January 2023 using the Scottish Government Non-Domestic Energy Efficiency Framework. The timescale for appointment of the contractor is shown below. Consultants Mott Macdonald will support the college with the tender process and oversee completion of the project.

Bidders Proposals Return Date	3 February 2023
Evaluate Bidders' Proposals and Appointment of Shortlisted Bidder	6 February 2023 - 24 February 2023
Shortlisted Bidder Develops Investment Grade Proposal and Wider Energy Performance Agreement	1 March 2023 –10 May 2023

Work on the project will commence mid-May 2023 and is expected to be completed by mid-August 2023. Given that the project commences before the end of the academic year, the Director of Projects is working with the faculties on a project plan to decant staff and students. This element of the project is being overseen by a short life working group to ensure that disruption to students is kept to a minimum.

### Action

The committee is asked to note the infrastructure update.

### Jennifer McLaren

Vice Principal, Finance and Corporate Services  
16 February 2023

**West Lothian College**

16 February 2023

**Finance and General Purposes Committee****HR AND PEOPLE DEVELOPMENT REPORT****Introduction**

The HR and People Development report for the period October to December 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 Experience Survey 2022**

The report in Appendix 2 summarises the findings of the staff experience survey which was undertaken in October-November 2022. The survey was first undertaken in 2017 the latest was the sixth iteration of the survey. A total of 255 responses were received, a very good response rate of 74%, four percentage points lower than in 2021.

This year's survey indicates continuing high positive sentiment amongst staff in most areas. In comparison with 2021, almost all questions have more favourable responses. It is important to note the ongoing high survey response rate and very positive sentiment evidenced in the vast majority of aspects of staff experience.

The most significant issues remain workload, workplace stress and presenteeism. Results indicate that lecturers experience working life less positively than support staff and managers. Differences are particularly marked in their experience of their line manager, workplace stress and presenteeism.

<b>Question</b>	<b>All Staff</b>	<b>Lecturers</b>	<b>Support Staff</b>	<b>Managers</b>
Satisfaction with support of line manager	88%	66%	98%	94%
Manager demonstrates college values	89%	68%	99%	100%
Experienced workplace stress	35%	52%	26%	39%
Attended work whilst unwell	49%	66%	40%	46%

Survey results have been shared with all managers, staff and local EIS and UNISON representatives. Survey results were discussed at the January meetings with trade



## **West Lothian College**

16 February 2023

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union and at the February 2023 Management Forum meeting to consider relevant actions to be taken in response to the findings.

### **Recommendation**

The committee is invited to note the staff survey findings and the attached HR and People Development report.

### **Derek O'Sullivan**

Head of HR and People Development  
16 February 2023

## **APPENDIX 2: 2022 STAFF EXPERIENCE SURVEY REPORT**

### **Staff experience**

- 96% of respondents are satisfied with the support of their colleagues (+1)
- 95% of respondents feel trusted to do their job (+1)
- 86% of respondents feel able to do their job to a standard they are pleased with (+1)
- 84% of respondents 'always' or 'often' feel enthusiasm for their job (-2)
- 82% of respondents are satisfied with the extent to which the college values their work (+3)

#### Area for focus:

- 37% of respondents feel unable to meet all the demands on their time at work (41% in 2021)

### **Perception of line manager**

- 93% of respondents feel their line manager encourages all to work as a team (+2)
- 88% of respondents are satisfied with the support of their line manager (no change)

### **Perception of the Principal and Executive Leadership Team (ELT)**

- 94% of respondents feel the communication between Principal and staff is effective (+1)
- 92% of respondents feel the Principal tries to involve staff in important decisions (+3)
- 79% of respondents feel the communication between ELT and staff is effective (+6)
- 79% of respondents feel ELT tries to involve staff in important decisions (+5)

### **Health and wellbeing**

- 96% of respondents feel that the college takes positive action on health and wellbeing (-1)

### **Presenteeism and workplace stress**

#### Areas for focus:

- 49% of respondents reported attending work at some point in the previous 3 months despite not feeling well enough (51% in 2021)
- 35% of respondents have felt unwell as a result of work-related stress in the previous 12 months (38% in 2021). Of these respondents, 72% cited high workload as the main cause of this work-related stress.

# West Lothian College

16 February 2023

## Perceptions of discrimination, bullying and harassment

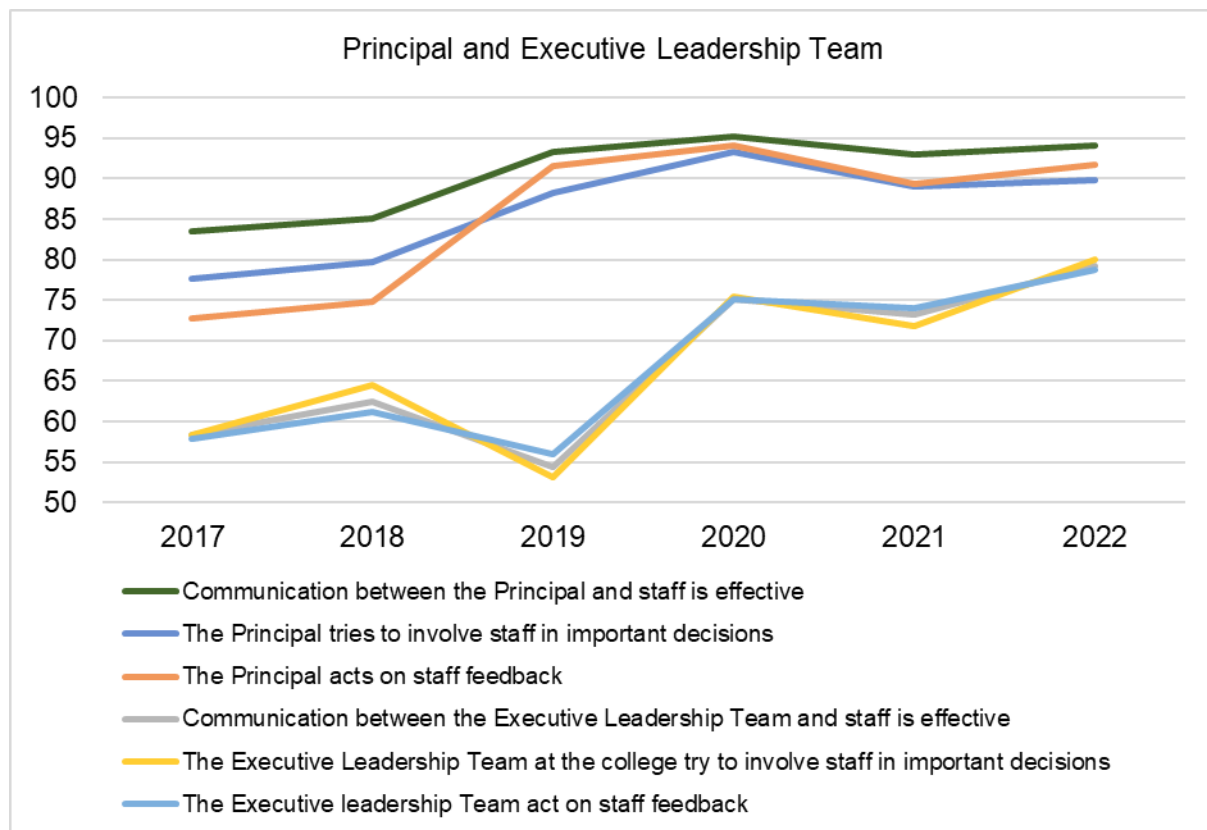
- 96% of respondents (or higher) have not personally experienced any discrimination, bullying or harassment from any source (97% in 2021).

### College overall

- 98% of respondents have a clear understanding of goals/objectives of the college (+1)
- 99% of respondents are aware of the college's values (+1) and of these 97% feel able to demonstrate these values in their role (+1)
- 91% of respondents would recommend the college as a place to work (+2)

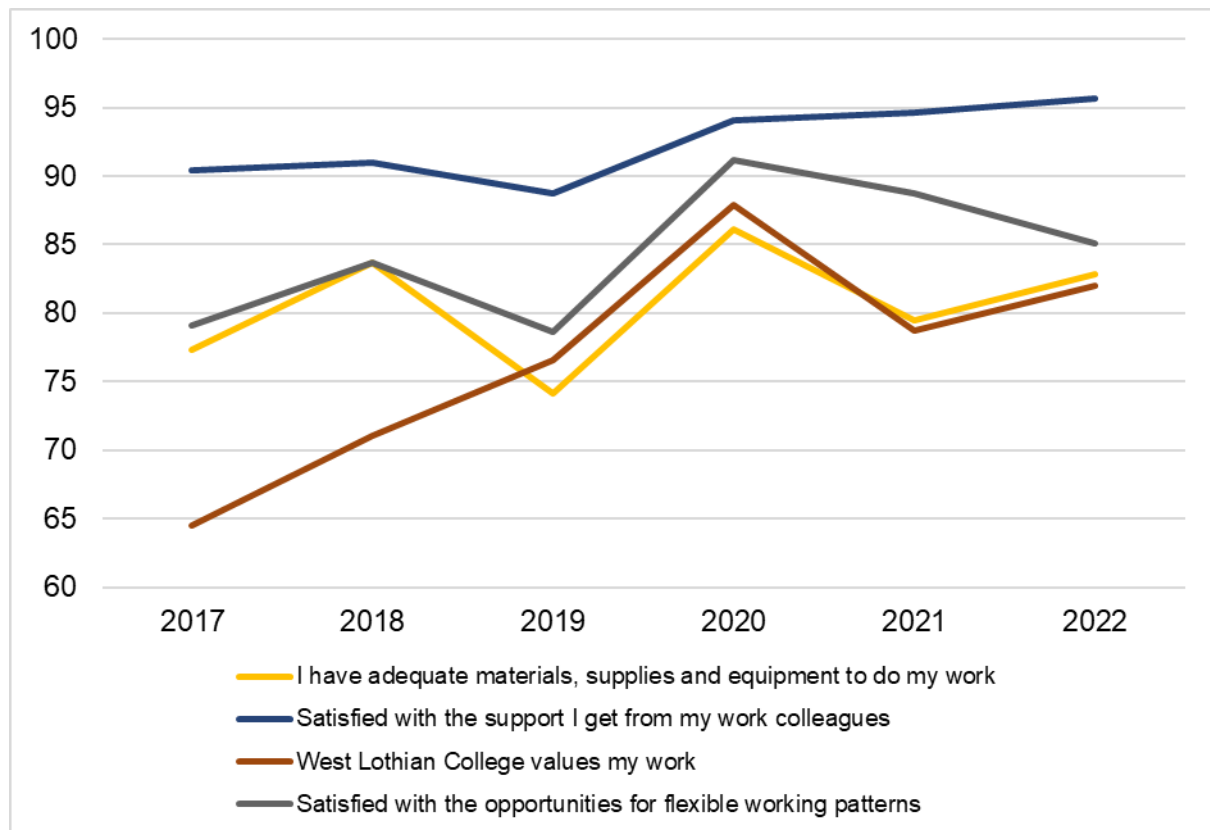
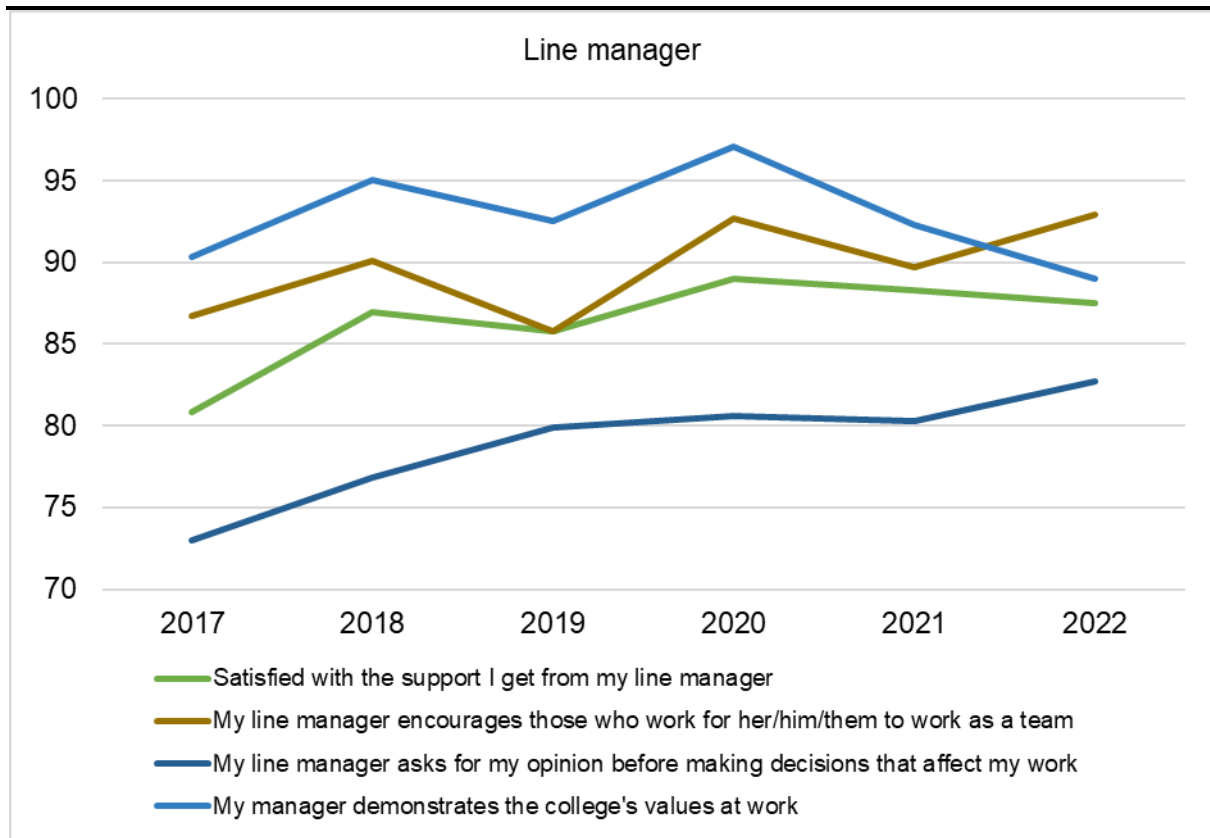
### Historical trends

The following graphs show response trends to selected key questions across the lifespan of the staff experience survey.



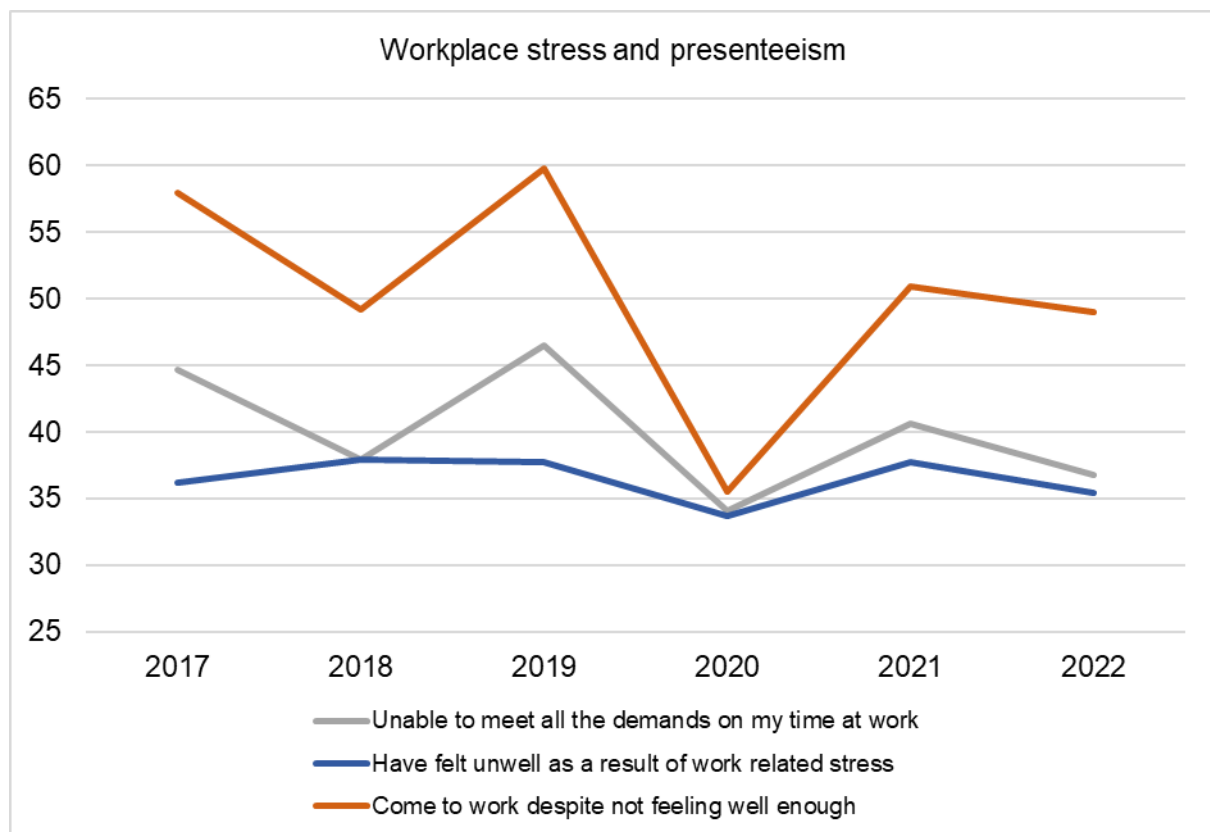
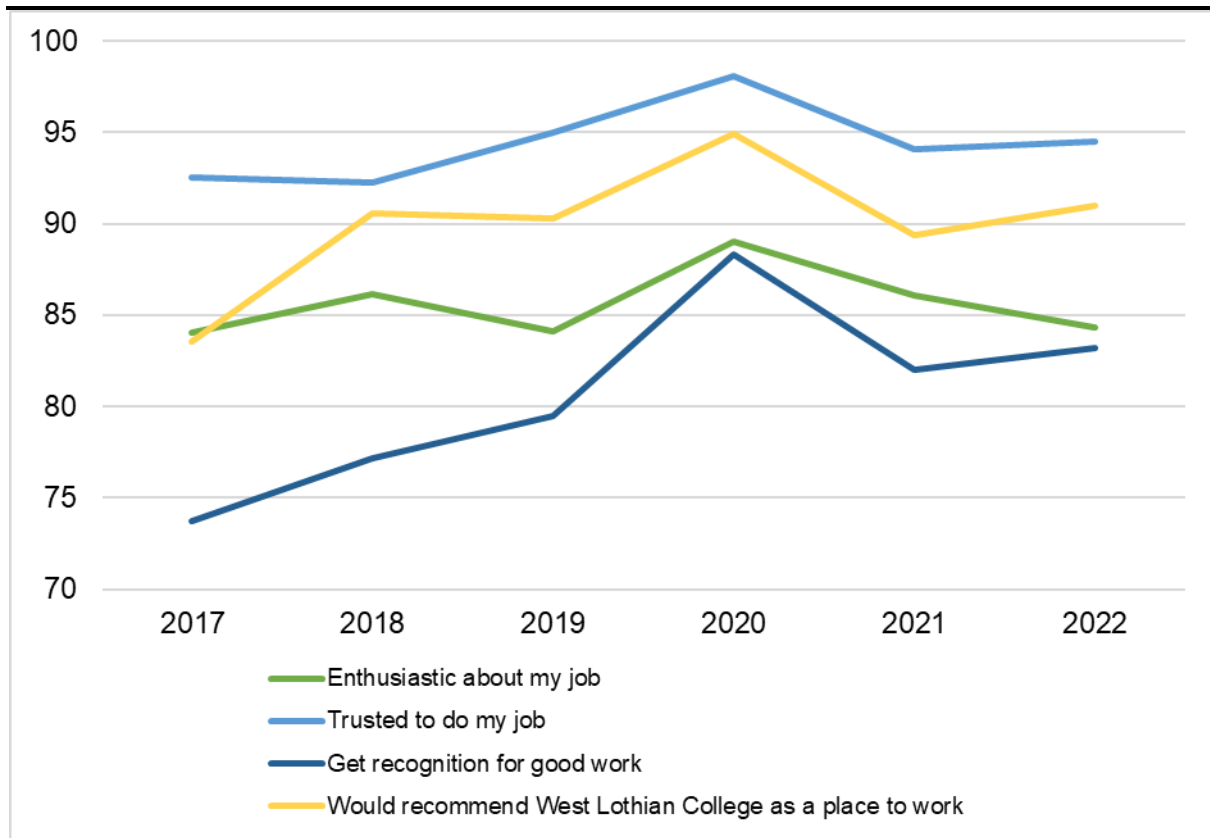
West Lothian College

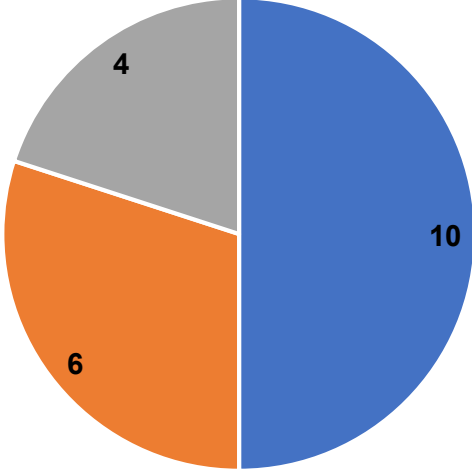
16 February 2023



# West Lothian College

16 February 2023



PEOPLE STRATEGY THEME	UPDATE (OCTOBER TO DECEMBER 2022)								
<b>Workforce</b> (Recruitment)	<ul style="list-style-type: none"> <li>• All substantive posts were filled in the period and there were 12 new starts:               <ul style="list-style-type: none"> <li>○ Lecturing applicant to vacancy ratio 7:1 (decrease on previous quarter ratio of 8:1)</li> <li>○ Support applicant to vacancy ratio 11:1 (increase on previous quarter ratio 9:1)</li> </ul> </li> </ul>								
<b>Workforce</b> (Retention)	<ul style="list-style-type: none"> <li>• There were 20 leavers in the period</li> <li>• Reasons for leaving were as follows:</li> </ul> <div data-bbox="674 496 1836 1321" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Reason for Leaving Employment: October - December 2022</p>  <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>Reasons for Leaving Employment Data</caption> <thead> <tr> <th>Reason</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Resignation - Other Employment</td> <td>10</td> </tr> <tr> <td>Resignation - Other Reasons Not Specified</td> <td>6</td> </tr> <tr> <td>End of Contract</td> <td>4</td> </tr> </tbody> </table> </div>	Reason	Count	Resignation - Other Employment	10	Resignation - Other Reasons Not Specified	6	End of Contract	4
Reason	Count								
Resignation - Other Employment	10								
Resignation - Other Reasons Not Specified	6								
End of Contract	4								

- For comparison purposes, employee turnover rates for the previous four years are:

Year	Employee Turnover
2018-19	12.5%
2019-20	14.9%
2020-21	8.6%
2021-22	19.2%

- For in-year comparison purposes, employee turnover rates for this year's quarters are:

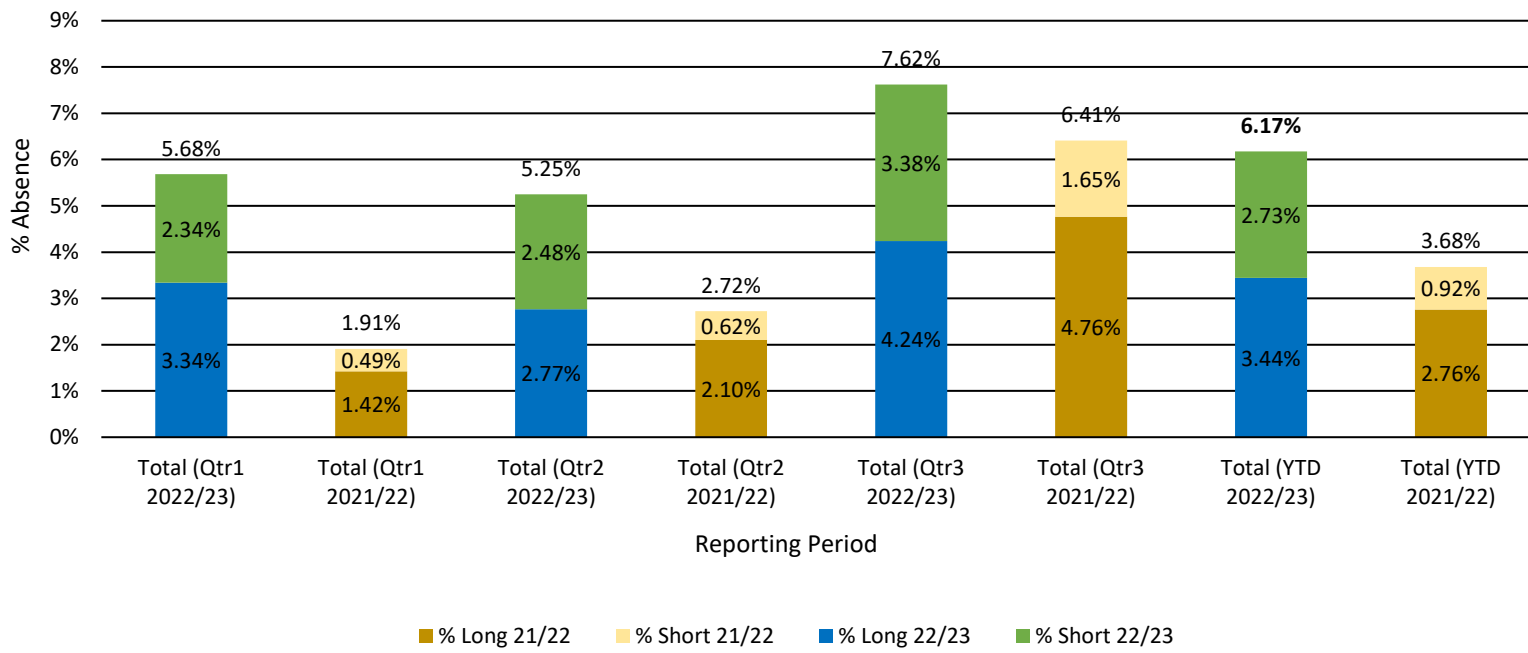
Quarter	Employee Turnover
Q1 2022-23	3.6%
Q2 2022-23	5.6%
Q3 2022-23	5.6%

- This quarter's report includes data for the YTD for the comparative 2018-19 time period (the last full pre-pandemic year) to allow a comparison to be made against the current YTD figure

**Health and Wellbeing**

- Sickness absence for the quarter was 7.6% (a 1.2 percentage point increase compared to same quarter in the previous year which was 6.4%).
- The bar chart information below shows the latest quarterly data, the data for the corresponding time period for the previous year alongside the YTD total plus YTD total for the corresponding time period for the previous year. Please note figures of short term and long term sickness absence may not add up to the total due to rounding.
- 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.
- A wellbeing staff day is planned for 15 February 2023 which will offer a range of health and wellbeing sessions for staff.
- In October, the college introduced its menopause policy which is based on the nationally agreed policy. This enables support for colleagues undergoing the peri/menopause and provides advice and guidance for managers.

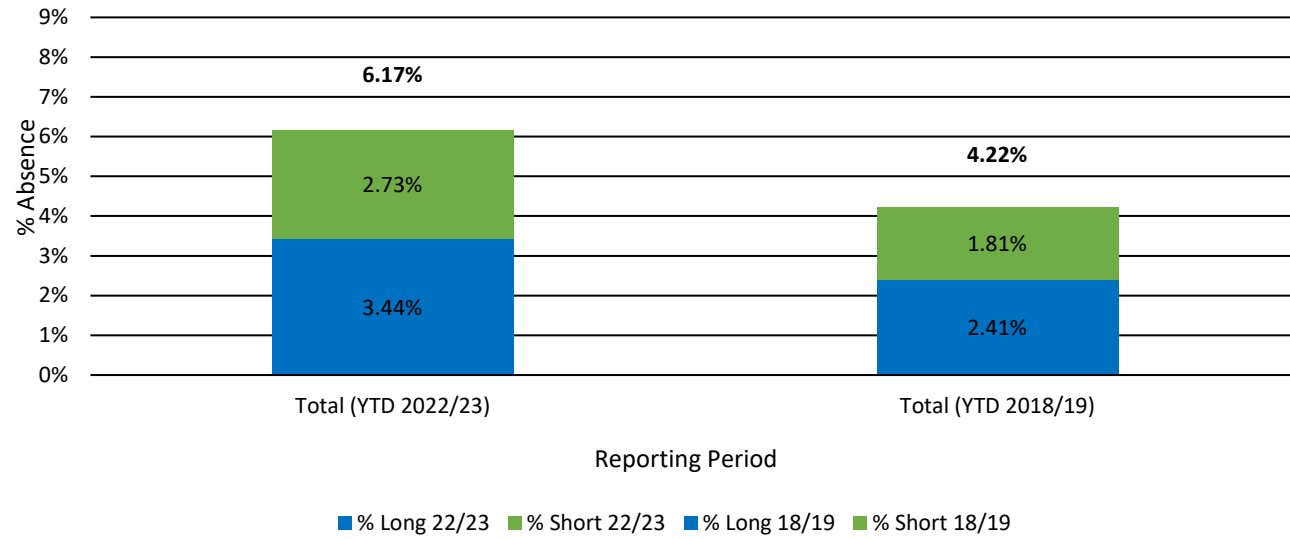
## West Lothian College - Sickness Absence





# West Lothian College - Sickness Absence

## YTD - 2022/23 v 2018/19



<b>Learning and Development Culture</b>	<ul style="list-style-type: none"> <li>• During this quarter a large cohort of staff completed their induction with our Workforce Development colleagues for assessor or verifier awards. The induction provides them with a clear understanding of what is required to complete the awards and ensures positive engagement throughout the process. In addition to these inductions, the cohort who will be progressing with either 'Teaching in Colleges Today' or 'PDA in Teaching Practice' was also inducted to start their respective qualifications.</li> <li>• The college continues to engage with the 'Data Driven Innovation' project in partnership with Edinburgh and Fife Colleges with good engagement and positive feedback received from both an Excel and Power Bi course delivered through this partnership.</li> <li>• Working with the health and safety officer, work is progressing to improve the health and safety training across the college and strengthen the e-learning area within Moodle for all staff. In addition to this training for anaphylaxis awareness and the use of EpiPen was delivered in November to an identified group of staff who support students who have severe allergies. A number of managers also completed their 'Emergency First Aid at Work' qualification which is required for carrying out their duty manager role.</li> <li>• As is organised on an annual basis, a 'planning for your future' workshop was arranged for December. This valuable workshop provides staff with practical information regarding financial, legal and health advice. It can also act as a catalyst to commence conversations around retirement to help support workforce planning.</li> <li>• As referenced in the previous section of the report, planning has commenced for the college's second 'Wellbeing Wednesday' event on 15 February 2023, providing staff with an opportunity to focus on their own health and wellbeing.</li> </ul>
<b>Reward and Recognition</b>	<ul style="list-style-type: none"> <li>• National negotiations are ongoing for the cost-of-living pay award for lecturing and support staff for 2022-23.</li> <li>• Updates on job evaluation were provided to all staff in October and December, informing that the quality assurance work was complete and that rank orders had been shared with individual colleges.</li> </ul>
<b>Staff Experience and Engagement</b>	<ul style="list-style-type: none"> <li>• The annual staff experience survey was undertaken in October/November (please see additional paper for a review of its findings).</li> <li>• A range of staff engagement events took place in December including a Christmas Jumper day (which raised funds for Save the Children) and a Christmas staff karaoke.</li> </ul>
<b>Employee Relations</b>	<ul style="list-style-type: none"> <li>• Joint EIS and UNISON JNCC meetings continue to take place on the management of the impact of Covid and wider health and wellbeing of staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• One investigation is currently live under the college's Disciplinary Procedure.</li> </ul>
<b>Equality, Diversity and Inclusion</b>	<ul style="list-style-type: none"> <li>• Engagement began with the Scottish Union for Supported Employment (SUSE) and the Department of Work and Pensions' 'Disability Confident Leader' accreditations. Work will be undertaken during 2023 to achieve these accreditations to improve the college's support for colleagues with disabilities and support applications from disabled people.</li> <li>• The college recruited a young person with global learning needs to a Modern Apprenticeship in the catering team.</li> </ul>

**Derek O'Sullivan**

Head of HR and People Development

16 February 2023

**West Lothian College**

16 February 2023

**Finance and General Purposes Committee****CREDIT TARGET UPDATE**

This paper provides an update of the progress against target in relation to the 2022-23 Scottish Funding Council (SFC) credit target. Table 1 summarises delivered and planned activity in credit numbers.

*Table 1: Credit Update 2022-23*

SFC credit target	46,862
SFC target (assuming 960 credits for associate students)	47,822
<b>Actual delivered (based on enrolments at 31 January 2023)</b>	<b>43,044</b>
Less estimate for early withdrawals	c.100
<b>Actual delivered Sub-total</b>	<b>42,944</b>
Additional current and planned activity	4,878
<b>Total estimated credits 2022-23</b>	<b>47,822</b>

The committee is asked to note that the college is confident of meeting the SFC target through delivered and planned activity for 2022-23. At this point in 2021-22, we were reporting a deficit of 693 credits against the SFC target. Some future activity has not yet been included in this table for 2022-23 – delivering this would see the college exceed its credit target by a few hundred.

We continue to keep the credit position under close review to ensure we deliver above target, undertake activity to support regional economic recovery and demonstrate that we operate in a region of underlying growth.

**Recommendation**

The Committee is asked to note the latest credit forecast for 2022-23.

**Simon Earp**

Vice Principal, Performance and Improvement

**Sarah-Jane Linton**

Vice Principal, Learning and Attainment

16 February 2023