



**Meeting of the Finance and General Purposes Committee**

Meeting to be held

On Tuesday 24 November 2020

At 1000 hours in the Board Room

**A G E N D A**

Number	Item	Presented By	Action Required: Decision, Discussion, For Noting
<b>F.20.05.01</b>	(i) Resignations	Mrs C Fair	Noting
	(ii) Appointments		
<b>F.20.05.02</b>	Apologies for Absence	Mrs C Fair	Noting
<b>F.20.05.03</b>	Any Additional Declarations of Interest including specific items on this Agenda	M Easton	Noting
<b>F.20.05.04</b>	Draft Minutes of Finance and General Purposes Committee meeting held on 22 September 2020 *	M Easton	Decision
<b>F.20.05.05</b>	Draft Matters Arising/Action Sheet from Finance and General Purposes Committee meeting held on 22 September 2020 *	C Fair	Noting
<b>F.20.05.06</b>	Emerging Issues	S McInnes	Noting
	(i) Aligned finance Service Update		
	(ii) 2019/20 Statutory Accounts		
	(iii) Court F&GP Feedback		
<b>F.20.05.07</b>	Q1 Management Accounts *	S McInnes	Noting
<b>F.20.05.08</b>	Estates Capital and Back Log Maintenance Spend Plan *	D Duncan	Noting
<b>F.20.05.09</b>	Finance and General Purposes Annual Report to the Board for 2019/20*	M Easton	Noting
<b>F.20.05.10</b>	Annual Procurement Report	S McInnes	Noting
<b>F.20.05.11</b>	Policies Due for Review	D Duncan	Discussion
<b>F.20.05.12</b>	Date of next meeting – 14-01-2021	C Fair	Noting

Agenda F&GP Meeting 24-11-2020

<b>RESERVED ITEMS</b>			
<b>F.20.05.13</b>	Draft Reserved Minutes of Finance and General Purposes Committee Meeting held on 22 September 2020 *	M Easton	Decision
<b>F.20.05.14</b>	Reserved Matters Arising of Finance and General Purposes Committee Meeting held on 22 September 2020 *	C Fair	Noting
<b>F.20.05.15</b>	Risk Register *	S McInnes	Noting

**Finance and General Purposes Committee  
Draft Minutes of Meeting held on  
Tuesday 22 September 2020 at 1000 by Skype**

**Present:**

Murray Easton (Convenor)      Rosemary McCormack  
Peter Graham                      Caroline Webster  
David Patterson

**In Attendance:**

Deborah Newton  
Shelly McInnes  
Derek Duncan  
Cathie Fair (Clerk)

Item		Action	Date
<b>F.20.04.01</b>	<b>(i) Resignations</b>		
3.1	<ul style="list-style-type: none"> <li>Jim Knowles has now resigned from the Board of Management and from the Finance Committee.</li> </ul>		
	<b>(ii) Appointments</b>		
3.2	<ul style="list-style-type: none"> <li>Hermione Morris (HISA) has been appointed to the Committee</li> </ul>		
<b>F.20.04.02</b>	<b>Apologies for Absence</b>		
3.1	Apologies were received from Eleanor Melton and Hermione Morris		
<b>F.20.04.03</b>	<b>Any Additional Declarations of Interest including specific items on this Agenda</b>		
3.1	There were no additional declarations of interest.		
<b>F.20.04.04</b>	<b>Draft Minutes of Finance and General Purposes Committee Meeting held on 9 June 2020</b>		
4.1	The minutes were accepted as a true record and approved by the Committee: Proposed: Rosemary McCormack Seconded: Caroline Webster		
<b>F.20.04.05</b>	<b>Matters Arising/Actions Sheet from F&amp;GP Meeting held on 9 June 2020.</b>		
5.1	All actions were either completed or were on the Agenda for discussion.		
<b>F.20.04.06</b>	<b>Provisional Results for 2019-20 - RESERVED</b>		
6.2	This item is reserved and the minute held in confidence.		
<b>F.20.04.07</b>	<b>2020-21 Budget Update - RESERVED</b>		

7.1	This item is reserved and the Minute held on confidence.		
<b>F.20.04.08</b>	<b>Estates Update</b>		
8.1	Derek presented an update on the status of Estates matters to the Committee. Of particular note was the fact that the UHI Estates consultancy tender work is now complete with 6 suppliers being appointed to the framework and this is a considerable improvement going forward. Also of note is the fact that the considerable reduction in space usage due to Covid-19 restrictions needs to be factored into estates work going forward.		
8.2	The Committee questioned backlog maintenance received in the current year and this was confirmed to be C£600.		
Action	To keep Caroline Webster informed of maintenance workplan.	<b>DD</b>	<b>As required.</b>
8.3	The Committee asked for an update on the status of the insurance claim for the laundry fire. DD was able to confirm the Insurance company appeared to have settled the claim in June, although there had been some lack of communications from the Insurance company in relation to this. There is an apparent gap between College expectations and what was paid so this is likely to result in a dispute going forward.		
<b>F.20.04.09</b>	<b>Emerging Issues</b>		
	<b>(i) Aligned Finance Service update - RESERVED</b>		
9.1	This item is reserved and the minute held in confidence.		
<b>RESERVED ITEMS</b>			
<b>F.20.04.10</b>	<b>Draft Reserved Minutes of Finance and General Purposes Committee meeting held on 9 June 2020</b>		
10.1	This item is reserved and the minute held on confidence.		
<b>F.20.04.11</b>	<b>Reserved Matters Arising of Finance and General Purposes Committee meeting held on 9 June 2020</b>		
11.1	This item is reserved and the minute held in confidence.		
<b>F.20.04.12</b>	<b>AOB</b>		
	<b>(i) Moray Growth Deal</b>		

12.1	This item is reserved and the minute held on confidence.		
<b>F.20.04.13</b>	<b>Date of next meeting – 24 November 2020</b>		

Matters Arising from Finance and General Purposes Committee 22 September 2020  
Agenda item: F.20.05.05

**Action Sheet/Matters Arising from Finance and General Purposes Committee Meeting Held on 22 September 2020**

		<b>ACTION</b>	<b>DATE</b>	<b>UPDATE</b>
<b>F.20.04.08</b>	<b>Estates Update</b>			
<b>8.2</b>	To keep Caroline Webster informed of maintenance workplan.	<b>DD</b>	<b>As required</b>	

**Agenda Item Reference: F.20.05.07**

<b>Title of Paper:</b>	Q1 Management Accounts and FY 2020-21 Turn-Out			
<b>To Committee:</b>	Finance & General Purposes Committee ('F&GP')			
<b>Subject:</b>	Q1 Management Accounts and FY 2020-21 Turn-Out			
<b>Version number and date:</b>	20 November 2020			
<b>Brief summary of the paper:</b>	<p>The key messages for the F&amp;GP to note are as follows;</p> <ul style="list-style-type: none"> <li>- The College is reporting a <b>break-even position</b> for Q1.</li> <li>- This is an <b>Underlying Operating Surplus</b> (as per the SFC's definition) of £98k.</li> <li>- The full year forecast for FY 2020-21 is a <b>deficit of £788k</b> – This is a £69k decrement to the approved forecast.</li> <li>- Further work is being undertaken to identify additional efficiencies within operating costs that could help reduce the forecast deficit. The results of this review will be shared with the Committee as part of the Q2 management accounts review in February 2021.</li> <li>- The College closed the quarter with a <b>positive cash balance</b> of £467k (excluding student support funds).</li> <li>- The full year forecast is a closing position of a <b>cash deficit of £535k</b> (excluding student support funds).</li> </ul>			
<b>Recommendations:</b>				
<b>Action requested/decision required:</b>	For noting and discussion			
<b>Status: (please tick ✓)</b>	<b>Reserved:</b>	X	<b>Non-reserved:</b>	
<b>Date paper prepared:</b>	20 November 2020			
<b>Date of committee meeting:</b>	24 November 2020			
<b>Author:</b>	Director of Finance			
<b>Link with strategy:</b> Please highlight how the paper links to, or assists with:	Enclosed papers are linked to the College's financial sustainability.			

**Agenda Item Reference: F.20.05.07**

<p>Strategic Plan including</p> <ul style="list-style-type: none"> <li>• Curriculum</li> <li>• Learning and Teaching</li> <li>• Organisational culture</li> <li>• Partnership</li> <li>• Sustainability</li> </ul>	
<p><b>Equality and diversity implications:</b></p>	<p>N/A</p>
<p><b>Resource implications:</b> <i>(If yes, please provide detail)</i></p>	<p>N/A</p>
<p><b>Risk implications:</b> <i>(If yes, please provide detail)</i></p>	<p>Risk of failing to achieve financial sustainability.</p>
<p><b>Appendices:</b></p>	<p>As enclosed</p>

## **Key points to Note from Q1 Management Accounts**

### **Income**

Q1 income is broadly in line with expectations based on the FY 2020-21 forecast as approved by the F&GP and Board in September 2020. The notable exception is Flexible Workforce Development Funding (FWDF).

The College's original budget included £200k of FWDF – based on the brought forward income from FY 2019-20 (£115k) plus an additional £85k that the College was confident of securing from the FWDF FY 20-21 funding. Since the budget was set, the period of delivery of funding was extended so that organisations could use their 2019-20 allocation up to 31 December 2021. This has made it increasingly difficult to convince employers – many of whom are attempting to catch up on work lost during earlier lock down periods, to use their training budgets before the end of our financial year in July 2021. Work is ongoing to secure delivery of training by July 2021 but a prudent reduction to FWDF (-£85k) has been made until we are more confident of delivering the required amount of training within this financial year.

### **Expenditure**

Expenditure – both staff and non-staff costs are running slightly lower than anticipated for one quarter through the financial year. At this stage it is too early to confirm if the underspend is maintainable throughout the rest of the year – with significant practical elements of some courses being back loaded into semester 2 affecting both staff costs and teaching materials.

An in-depth review of the potential additional efficiencies we are securing due to the current working practices (working from home/blended on-line learning) is on-going and the results will be shared with the Committee as part of the Q2 management accounts and full year reforecast process.

### **Cash**

The positive cash position of the College at the end of Q1 is due to the timing of funding draw down and does not represent an improvement to the underlying cash position for the full financial year. The reduction in FWDF will have a direct impact on the closing cash position of the College at the end of the financial year and further increase the deficit.

INCOME & EXPENDITURE STATEMENT (excl pension adjustments)

	Revised FFR - Sep 2020	Latest Position		Anticipated Out-Turn	Variance (Anticipated Out-Turn v Revised FFR)	
		(20/21 Annual)	Actuals (Aug Oct 20/21)	Estimate (Nov - Jul 20/21)		(YE 31 Jul 21)
						£'000
<b>Income:</b>						
FE Recurrent Funding	5,387	1,356	4,031	5,387	-	
HE Recurrent Funding	2,375	598	1,777	2,375	-	
Other Recurrent Funding (Excl DCG)	5	-	5	5	-	
Maintenance Funding	250	37	213	250	-	
<b>Commercial Income</b>	<b>330</b>	<b>45</b>	<b>200</b>	<b>245</b>		
- Oil and Gas Assessment Centre	110	38	72	110	-	
- FWDF	200	-	115	115	(85) Note 1	
- Leisure	10	-	10	10	-	
- Other	10	7	4	10	-	
<b>Other Education Activity/Income</b>	<b>462</b>	<b>108</b>	<b>354</b>	<b>462</b>		
- Modern Apprenticeships	112	29	83	112	-	
- Employability Fund	70	22	48	70	-	
- Foundation Apprenticeships	180	57	123	180	-	
- Job Centre Plus/DWP	100	-	100	100	-	
<b>Tuition Fees (HE &amp; FE)</b>	<b>1,513</b>	<b>364</b>	<b>1,149</b>	<b>1,513</b>		
<b>Other Income (excl Release of DCG)</b>	<b>1,137</b>	<b>269</b>	<b>868</b>	<b>1,137</b>		
- European Funding	7	-	7	7	-	
- Other Grants	500	145	355	500	-	
- Nursery	335	90	245	335	-	
- Beechtree	-	1	(1)	-	-	
- Hair, Beauty, Comp Therapy	25	1	24	25	-	
- Misc Income	220	24	196	220	-	
- Rent of accomodation	50	9	41	50	-	
<b>Release of DCG</b>	<b>379</b>	<b>101</b>	<b>294</b>	<b>395</b>	<b>16</b>	
<b>Scottish Teachers Superannuation Funding</b>	<b>306</b>	<b>77</b>	<b>229</b>	<b>306</b>		
<b>National Bargaining Funding</b>	<b>968</b>	<b>242</b>	<b>726</b>	<b>968</b>		
<b>Furlough Income</b>	<b>200</b>	<b>80</b>	<b>120</b>	<b>200</b>		
	<b>13,312</b>	<b>3,277</b>	<b>9,966</b>	<b>13,243</b>	<b>(69)</b>	
<b>Expenditure:</b>						
Staff Costs	(11,096)	(2,692)	(8,404)	(11,096)	-	
Operating costs	(2,058)	(362)	(1,696)	(2,058)	-	
Depreciation	(877)	(222)	(655)	(877)	-	
	<b>(14,031)</b>	<b>(3,276)</b>	<b>(10,755)</b>	<b>(14,031)</b>		
<b>Total Surplus/(Deficit)</b>	<b>(719)</b>	<b>1</b>	<b>(789)</b>	<b>(788)</b>	<b>(69)</b>	
Depreciation	877	222	655	877	-	
Repayment of loan	(97)	(24)	(73)	(97)	-	
Deferred Capital Grant	(379)	(101)	(294)	(395)	(16)	
<b>Underlying Deficit</b>	<b>(318)</b>	<b>98</b>	<b>(501)</b>	<b>(403)</b>	<b>(85)</b>	

Notes - Anticipated Out-Turn from Approved FFR

Note 1 - Decrement of £85k reflects current anticipated level of training that can be delivered under the FWDF before the end of the financial year in July. Businesses have until 31 December 2021 to spend their training budget brought forward from last financial year.

CASH FLOW

	Revised FFR - Sep 2020	Latest Position		Anticipated Out-Turn	Variance (Anticipated Out-Turn v Revised FFR)	
		(20/21 Annual)	Actuals (Aug Oct 20/21)	Estimate (Nov - Jul 20/21)		(YE 31 Jul 21)
						£'000
<b>Income Surplus / (Deficit)</b>	<b>(719)</b>	<b>1</b>	<b>(789)</b>	<b>(788)</b>	<b>(69)</b>	
<b>Non-cash Adjs:</b>						
Depreciation	877	222	655	877	-	
Deferred Capital Grant release	(379)	(101)	(294)	(395)	(16)	
	<b>(221)</b>	<b>122</b>	<b>(428)</b>	<b>(306)</b>	<b>(85)</b>	
<b>Financing</b>						
Loan Repayments	(97)	(24)	(73)	(97)	-	
Capital Funding	662	218	444	662	-	
<b>Capital Expenditure</b>						
- 2019/20 Projects - Cash received in prior year	(98)	-	(98)	(98)	-	
- 2020/21 Projects	(662)	-	(662)	(662)	-	
<b>Working Capital:</b>						
Repayment of EO drawdown in advance	(249)	(150)	(100)	(249)	-	
July's furlough claim received in August	100	100	-	100	-	
Other working capital movement	(50)	35	(85)	(50)	-	
	<b>(394)</b>	<b>179</b>	<b>(573)</b>	<b>(394)</b>		
<b>Net Cash Flow</b>	<b>(615)</b>	<b>301</b>	<b>(1,001)</b>	<b>(700)</b>	<b>(85)</b>	
<b>Opening Cash Balance (Excluding Student Support Funds)</b>	<b>166</b>	<b>166</b>		<b>166</b>		
<b>Closing Cash Balance (Excluding Student Support Funds)</b>	<b>(450)</b>	<b>467</b>		<b>(535)</b>	<b>(85)</b>	

Closing Student Support Funds

220

Total Closing Cash

**(315)**

<b>Committee:</b>	F&GP		
<b>Subject/Issue:</b>	Estates Capital and Back Log Maintenance Spend Plan		
<b>Brief summary of the paper:</b>	<p>F&amp;GP members are asked to approve capital projects for session 20/21.</p> <p>Not all projects can be funded, but a priority system has been developed to ensure appropriate use of funding.</p> <p>Provision has been made to ensure that curriculum and support areas are afforded the opportunity to bid for funding to help improve safety and service provision.</p>		
<b>Action requested/decision required:</b>	For approval		
<b>Status:</b> <i>(please tick ✓)</i>	<b>Reserved:</b>		<b>Non-reserved:</b> ✓
<b>Date paper prepared:</b>	19 <sup>th</sup> November 2020		
<b>Date of committee meeting:</b>	24 <sup>th</sup> November 2020		
<b>Author:</b>	Derek Duncan		
<b>Link with strategy:</b> Please highlight how the paper links to, or assists with:  compliance. partnership services risk management strategic plan/enabler other activity (eg new opportunity) – please provide further information.	<b>Risk Register ID Moray/8:</b> College Estate not fit for purpose		
<b>Equality and diversity implications:</b>	YES – DDA compliance in terms of access to all parts of the building.		
<b>Resource implications:</b> <i>(If yes, please provide detail)</i>	Not all projects are fundable, but priorities have been established to ensure effective use of SFC funds.		
<b>Risk implications:</b> <i>(If yes, please provide detail)</i>	Failure to have in place regular planned regular maintenance will lead to significant deterioration of the College estate and additional cost and risk to the safety of College staff, students and visitors.		

## 1. Introduction

The committee is asked to approve the estates capital projects to be funded in session 20/21. The projects presented in this document were approved by the Strategic Leadership Team on 18<sup>th</sup> November 2020.

The capital funding budget for 20/21 is **£661,672**.

## 2. Priority Areas for Funding and the Impact of Covid-19

The current restrictions imposed by the Covid-19 pandemic are a factor prioritising non-safety related projects which are unlikely to be of benefit whilst the overall College estate usage remains below 20%.

It is anticipated that the disruption due to Covid-19 will continue through to the start of session 21/22 before a gradual increase in estates usage through winter 21/22.

The key drivers for the estates projects are:

- Statutory compliance related work, including Health and Safety
- Continuation of work in support of the SFC condition survey to maintain a wind and water-tight estate.

Projects have been assigned a priority of high, medium and low and are split between safety and non-safety related work.

## 3. Other Considerations

Committee members should note that:

- It is normal practice to allocate funding to enable curriculum and support sections to make bids to help improve safety and service provision.
- The Culbin wing boilers are now 28 years old and due for replacement. An initial £150K has been allocated for the implementation and is subject to an options appraisal.
- Item 12 (IT sever replacement) is not estates related but is an absolute requirement to meet external audit standards for cyber security. Further guidance is urgently being sought regarding the use of capital funds to procure a replacement system.

## 4. 2019-20 Funded Projects Still to be Completed

The following projects for 19/20 are still on-going:

Item	Description	CAPITAL	BLM
1	Roof Repairs Phase 2  Delayed due to Covid-19. The appointed contractor remains in a Tier 4 lockdown area.	£39,000.00	£86,000.00
2	G013 Lighting Replacement - Health and Safety Issue.  Contractor has started.	£6,000.00	

Item	Description	CAPITAL	BLM
3	Quadrangle gutter repairs.  Contractor carried out site inspection, but no quotation received.	£8,000.00	
4	Victoria Art – essential repairs only.  Principal designer to be procured due to Grade B listing.	£10,000.00	
6	Fire Risk Assessment Repairs - principal designer.  Contractor appointed and work is underway.	£35,000.00	

It is anticipated that these works will not be complete until Spring 2021, but that could take longer if Covid-19 restrictions continue.

## 5. 2020-21 Project Proposals

The table below covers all requests.

Project	High Priority	Medium Priority	Low Priority	Total
Safety Related	£117,500	£112,000	£10,000	£239,500
General Estates	£181,000	£270,000	£12,500	£463,500
<b>Total</b>	<b>£298,500</b>	<b>£382,000</b>	<b>£22,500</b>	<b>£703,000</b>

The total cost of all projects is **£703K** vs a budget of **£661,672**.

Projects recommended for approval total **£570.5K** (including the Culbin wing boilers and IT server replacement), leaving a potential **£91.1K** for curriculum/support area funding bids.

## 6. Projects and Recommendations for Funding

### Safety Related Estates Work (High Priority)

Value: £117K

Recommendation: APPROVE

Item	Description	Priority	H&S Related?	CAPITAL
1	Fire Risk Assessment repairs – in line with the work contracted to Faithful and Gould (principal designer).	HIGH	YES	£60,000.00
2	Asbestos Removal Phase 1 - principal designer	HIGH	YES	£3,000.00
3	Asbestos Removal Phase 1 by an assessed contractor.	HIGH	YES	£30,000.00
4	Remove scaffolding from Culbin Wing air conditioning unit platform and install replacement metal railings. Compliance and safety issue.	HIGH	YES	£10,000.00
5	Install new external ladder to enable safe AGBC roof access from Culbin Wing Roof Space.	HIGH	YES	£7,500.00
6	LRC Lift Safety Repairs – OTIS inspection report November 2020.	HIGH	YES	£7,000.00

### Safety Related Estates Work (Medium Priority)

Value: £112K

Recommendation: APPROVE

Item	Description	Priority	H&S Related?	CAPITAL
7	Flooring Repairs – continuation of work started in 2019 to upgrade flooring. Priorities cover Culbin (top floor) and HBCT salons.	MEDIUM	YES	£60,000.00
8	Refectory Banister Repair – replace due to corrosion – still required as part of fire exit route.	MEDIUM	YES	£2,000.00
9	Fire alarm upgrade – integrate old system into new AGBC panel and decommission panel outside Finance office.	MEDIUM	YES	50,000.00

**Safety Related Estates Work (Low Priority)****Value: £10K****Recommendation: APPROVE**

Item	Description	Priority	H&S Related?	CAPITAL
10	Replacement chairs (technology centre) and support for DSE compliance for home working.	LOW	YES	£10,000

**Non-Safety Related – High Priority****Value: £181K****Recommendation: APPROVE, but note Item 12 although required, may have to be funded from other sources.**

Item	Description	Priority	H&S Related?	CAPITAL
11	Roof repairs phase 3	HIGH	NO	£125,000
12	ICT Server Replacement  Not estates related, but is used to host the boiler control system and other plant related systems.  The current system is now end of life and requires replacement servers and associated network switch infrastructure. Required to ensure continued compliance with Cyber Essentials + accreditation.	HIGH	NO	£40,000
13	Culbin Wing boiler options appraisal	HIGH	NO	£11,000
14	LRC202 Roof Repair (urgent issue due to water ingress)	HIGH	NO	£5,000

**Non-Safety Related - Medium Priority****Value: £225K****Recommendation: Approve item 17 only (boiler replacement £150K) subject to options appraisal.**

Item	Description	Priority	H&S Related?	CAPITAL
15	Victoria Art - Survey and full conservation repairs to external stone work, guttering and windows (restoration or replacement).	MEDIUM	NO	£30,000
16	Air Conditioning system replacement - for compliance with new gas standard. Impact on main campus and tech centre units. Current units are compliant, but cannot be re-gassed.	MEDIUM	NO	£30,000
17	<b>Culbin Wing Boiler Replacement (subject to appraisal)</b>	<b>MEDIUM</b>	<b>NO</b>	<b>£150,000</b>
18	Install new CCTV system	MEDIUM	NO	£30,000

Item	Description	Priority	H&S Related?	CAPITAL
19	Enclose main and HBCT reception areas	MEDIUM	NO	15,000

### Non-Safety Related - Low Priority

Value: £12.5K

Recommendation: Delay all to 21/22

Item	Description	Priority	H&S Related?	CAPITAL
20	Laundry change of use and refurb – College contribution, will depend on insurance payment (still in discussion) and options for room. Insurance funded work will proceed.	LOW	NO	£5,000
21	AGBC Lighting System - control unit software license and associated repairs to faulty lights.	LOW	NO	£2,500
22	Tech Centre Heating Controls - allow remote control for efficiency management	LOW	NO	£5,000

## **MORAY COLLEGE UHI**

### **F&GP REPORT TO THE BOARD – 2020**

#### **Introduction**

This report is prepared in line with the Standing Order requirement that the Committee present an annual report to the Board. The content is in summarised format as the key issues have already been shared at Board meetings during the course of the year.

#### **2020 Context**

- In the second half of 2019, it was accepted that although the 3 year Financial Recovery Plan (FRP) had been successfully delivered, the compound effect of additional unfunded costs and a reduction in the UHI allocation of FE funding had created a situation where the FRP based financial framework created by the College was no longer sustainable
- It was agreed that further intervention would be required to offset the effect of the deficit which had been created; given the efficiencies delivered as part of the FRP process, it was concluded that absent any change in core funding, the only lever was staff costs
- The UHI Principal and Chair of Court attended a College Board meeting in October 2019 where the situation was explained; no solutions were offered but the College was requested not to proceed at that point with any staff reduction scheme
- By June 2020, with nothing having changed and the College continuing to lose cash on a daily basis, the F&GP Committee recommended that Board consider all possible interventions including a staff reduction program

#### **Covid-19**

- The impact of Covid-19 has seen a further deterioration of the College's financial income with loss of commercial income only partly offset by lower running costs as a result of national restrictions which have meant that the College has been unable to function as normal since March
- The part year impact of restrictions amounted to c.£0.5m for 2019/20 before accounting for any furlough benefits

#### **UHI Partnership**

- The College has long held that the next step change in financial efficiency should come from a more equitable approach to funding allocations, the removal of organisational overlaps between Colleges and the EO, and securing synergies from the sharing of support services
- Despite a raft of ongoing initiatives across the Partnership, the College has yet to see any tangible financial benefits arising from any efficiencies delivered
- The F&GP Committee has continued to express concern about the direction and impact of what is referred to as an Aligned Finance Service whereby the Finance Function would be re-organised into a single UHI integrated service involving transfers of responsibilities but with no cost savings

#### **Voluntary Severance**

- Given the SFC position on funding, that cross Partnership efficiencies are unlikely to materialise in the short term, the ongoing uncertainty associated with covid-19 restrictions, and the fact that no material efficiencies exist within the College post the FRP process, the F&GP Committee fully supports the voluntary severance scheme as a last resort measure, and the only real option available to the College at this point to avoid ongoing negative cash flow



# Annual Procurement Report

## 2019-20

<b>Title</b>	<b>Procurement Annual Report 2019-20</b>
<b>Date</b>	<b>Nov 2020</b>
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<b>Prepared by</b>	<b>Stuart Murray</b>

# Moray College - Annual Procurement Report (APR)

## Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an APR, reflecting on the relevant reporting period of the procurement strategy. Although the spend profile is below the regulatory threshold, the College produces both the Procurement Strategy and Annual Procurement Report as best practice.

This report covers the period of August 2019 to July 2020 and addresses performance and achievements in delivering the Moray College procurement activities.

In line with [Scotland's National Outcomes](#), this process of reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.

To assist the College, meet its regulatory obligations the College are included in the UHI Procurement Shared Service. This service provides an operational procurement resource through the Sectors' Centre of Expertise, APUC. Based at Moray College 6.5 days a month, the resource facilitates regulated tendering activity on behalf of the College and provides guidance and support on all procurement related activities. In addition, the College have an internal Procurement Administrator (0.577 FTE), a role that is instrumental in driving compliance and providing assistance to stakeholders on regulated and non-regulated spend.

To support the drive for collaborative working from both the UHI Academic Partners and the Scottish Government, the UHI Procurement Shared Service underwent a structural change on 1 August 2019 by introducing a new post to focus on delivering savings and efficiencies through collaborative tendering activity. The benefits of the new structure have been significant and are outlined in the report.

Strategic level support is provided by the Head of Procurement (UHI Shared Service).

Moray College currently utilise Symmetry Software for their finance system however this was expected to have been changed to the UHI Tech-One programme by end of AY 19/20. Due to multiple delays with the system implementation, the college are exploring options as to whether to proceed with the UHI project or retender. While investigations are underway the current contract arrangements, whilst non-compliant, will remain in place.

The college continue to use PECOS as their Purchase to Pay system. Staff in the institution are aware of and follow the documented processes and there is clear separation of duties between requisitioner, order approver and invoice approver.

The institution performs a minimum of a 2-way match prior to the invoice being approved and passed for payment.

Moray College has over 302 active suppliers with whom the College did business (in the reporting period) totalling £2,432,602.62. Of the total Non-Pay Spend, £2,033,803 was influential procurement expenditure. £1,636,192 is identified as regulated expenditure. It should be noted that work is still ongoing to classify lower value spend into PROC codes, this accounts for £196,123.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Appendix A of this report.

*The College has been optimising use of national, sectoral, local, or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 42% of College spend went through collaborative agreements. Moray College have exceeded the Scottish Government target of 40%.*

*44% of the remaining spend is covered by compliant local contracts.*

The College are also committed to supporting our local Scottish economy and continue to work with SME's to support them through contract activities. We have recently developed our systems to capture College spend with SME'S, this information will be available in future reports.

This report comprises nine sections which address reporting requirements.

- Section 1: Summary of Procurements Completed
- Section 2: Review of Regulated Procurement Compliance
- Section 3: Sustainability, Community Benefits and Value-added Services Summary
- Section 4: Supported Businesses Summary
- Section 5: Future Regulated Procurements Summary
- Section 6: External Challenges & Risks
- Section 7: Procurement Policies and Procedures
- Section 8: Audit & Procurement Commercial Improvement Plan
- Section 9: Procurement Training

Report Approved 20 November 2020

By SHELLY MCINNES

Signed 

Position DIRECTOR OF FINANCE

## Section 1: Summary of Procurements Completed

Moray College is committed to conducting its procurements in an open and inclusive manner with procurement objectives aligned to the College's Strategic Plan.

The details of regulated procurements completed are set out in a list at the end of this report with details summarised in Appendix A. That information, coupled with the publication of the institutional Contracts Register [Moray College Contracts Register](#) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

In Appendix A, information is set out to show lower value regulated procurements completed and EU regulated procurements completed.

A breakdown is provided by exercises completed by the UHI Collaborative role and local institutional exercises.

For each completed regulated procurement the information provided shows:

- the start dates.
- the category subject matter
- estimated value of the contract – total over contract period.
- collaborative or institution owned.
- the end dates.
- Savings achieved.

The following BT1 (Direct Based) AND BT2 (Market Based) Savings have been achieved in FY19/20.

Savings are calculated and approved, using the Scottish Cross Public Sector Savings Methodology.

Dept	Saving Type	Cash	Non-Cash
National Collaboration	BT1	£38,702.27	£0.00
	BT2	£0.00	£80,146.27
UHI Collaboration	BT1	£333,795.00	£0.00
	BT2	£0.00	£98,923.00
Local Costs Savings	BT1	£102,696.66	£0.00
	BT2	£0.00	£0.00

## Section 2: Review of Regulated Procurement Compliance

Where appropriate, Moray College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality and sustainability).

In making its regulated procurements every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

In the period covered by this report the College has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Procurement aims and focus	Comments
<p>To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The institution contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with North Highland College and Inverness College to deliver local collaborative contracts.</p> <p>The institution actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.</p> <p>The procurement Team attended The SDP Buyer Event North in Sept 2019, an event aimed at working with SME's to engage with Public Procurement. The event was attended by over 500 delegates from the Highlands and Islands.</p> <p>The procurement team also represented the college by attending Moray Council Meet the Buyer Event on 3<sup>rd</sup> October 2019. Whilst much smaller in scale the event was also well attended.</p>
<p>To work with internal academic budget holders, professional support service colleagues and suppliers</p>	<p>Optimal procurement strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate</p>

<p>to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.</p>	<p>procurement routes to market that yield best value outcomes consistent with the guidelines set out in the <u>Scottish Procurement Journey</u>.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m.</p> <p>Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives.</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>Moray College sorts regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review with APUC and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p>

<p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p>	<p>The defined procurement process is managed through a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>Post procurement reviews are carried out to check that tendering outcomes are delivering against category strategies/business case objectives. These are in turn consolidated by category-based contract and supplier management routines to monitor performance and introduce any improvements required.</p> <p>The procurement staff participate in the UHI Strategic Procurement Team meetings. This provides an opportunity for networking, training and sharing of information to assist further personal development.</p>
<p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.</p>	<p>Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency.</p> <p>Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers, Use is made of PCS and PCS-T to publish procurement opportunities, appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>
<p>To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including Prioritisation, Flexible Framework, APUC's Supply Chain Code of Conduct, and Supply Chain Management Programme.</p>

<p>relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.</p>	<p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract by contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation. Moray College is a Living Wage employer.</p> <p>The Institution complies with its duties under the Modern Slavery Act.</p>
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Moray College has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

Non-Compliance

*Currently there are 7 Categories that have been identified with no contract in place. These require further investigation by the college and subsequently work with procurement to put in place a compliant contract to remove the risk to the college.*

*The Categories identified are as follows.*

- 1 *Building Related Professional Service*
- 2 *Catering and Bar Equipment and Accessories purchases*
- 3 *Consultancy include IT excluding Estate.*
- 4 *IT Software including Bespoke Licences Maintenance*
- 5 *Laundry and Dry Cleaning Services and Equipment*
- 6 *Plant Purchase, Hire & Maintenance, inc.*
- 7 *Training Courses*

<b>No of Active Suppliers (19-20)</b>	302
<b>No of Categories over £50,000 with a contract in place</b>	11
<b>No of Categories over £50,000 with <u>no</u> contract in place</b>	5
<b>No of Categories over OJEU with contract in place</b>	7
<b>No of Categories over OJEU with <u>no</u> contract in place</b>	2

### **Section 3: Community Benefit Summary**

For every procurement over £4m, Moray College will consider how it can improve the economic, social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m. Moray College's involvement with the Moray Growth deal MAATIC project has already seen these benefits being realised and these will continue to be developed as the project moves into the construction phase.

However, as opportunities of this value are irregular, the College is committed to, where applicable, driving these types of benefits through the tendering process regardless of contract value. Suppliers are invited to describe their approach to delivering community benefits or achieving social value, or value-added services through a contract, such as:

- providing 'upskilling' opportunities (e.g. Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- employment, student work experience and vocational training opportunities,
- apprenticeships,
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
- direct involvement in community-based schemes or programmes,
- equality and diversity initiatives,
- supply-chain development activity,
- educational support initiatives,
- to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.

Tenderers are invited to describe how such benefits will be successfully delivered through the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.

*Further information on the Community benefits and Social Value delivered is available in Appendix B.*

### **Section 4: Supported Business**

Higher value procurements, regulated procurements (between £50k and OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the European Single Procurement Document (ESPD (Scotland)). The ESPD covers exclusion, selection and award criteria

and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are supported businesses.

The institution reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation and ensuring value for money for the institution (using the only Supported Business [register](#) currently available and published by Ready for Business).

The College reserved 1 contract for supported businesses during the period covered by the report at a contract value of £5000.

## **Section 5 – Future Regulated Procurements**

Moray College is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Appendix D should be viewed with this caveat in mind.

The information provided in Appendix D - list of Future Regulated Procurements covers:

- the subject matter of the anticipated regulated procurement
- expected award date.
- the estimated value of the contract.
- contract category A, B, C or C1

## **Section 6 - External Challenges & Risks**

### **COVID 19**

The College have been working alongside APUC to minimise supply risks as a direct result of COVID19. All medium and high-risk suppliers have been contacted for a response to advise how the coronavirus is impacting the supply chain and the contingency plans in place.

The procurement Team have also adhered to the Scottish Government SPPN's which have provided specific COVID19 guidance on Supplier Relief, making best use of resources, relaxation of Procurement regulations and recovery and transition from COVID.

With the arrival of Covid-19 and the speed of the National lockdown in March 2020, the Academic Partnership were immediately faced with a situation of trying to support students without access to IT equipment to continue their studies at home. An emergency cross-partnership student fund was set up and, alongside the procurement shared service, set about investigating the most timely and compliant route to access equipment for those identified as in need.

At a time when many academic institutions as well as the wider public sector including the NHS were also trying to secure the same goods, the requirement was not without challenge. Working

alongside our National Framework suppliers we were however able to swiftly secure a timely and GDPR compliant route to market, with laptops being issued directly out to students' homes within 48 hours of the order being placed.

Moray College were made aware by APUC that NHS Scotland had a surplus of hand sanitiser products available FOC. A request for product in excess of £6000 was made by the college though however due to storage concerns this was subsequently cancelled.

The College supported business contract for Female Sanitary Products created an online system so that it would be possible to offer a home delivery service which previous supplier was not able to do. This enabled the college to provide a continued service to the most vulnerable students at this trying time.

## **BREXIT**

Similar to the COVID19 situation, the College are working with APUC to analyse and determine any risks to the supply of goods and services, relating to BREXIT. A monthly report is updated and disseminated to the sector to allow the institution to determine the local impacts. At present the College have no high-level risks.

With regard to the current Procurement Regulations these will be fundamentally unchanged – financial thresholds, the basic requirements to advertise contracts, observe minimum timescales, and follow rules on technical specifications and award criteria, for example, would remain in place. The European Single Procurement Document (ESPD) would also remain but be re-named the Single Procurement Document.

The biggest change for Procurement staff will be that contracting authorities would no longer be required to publish notices in the Official Journal of the European Union (OJEU). Instead, these notices would need to be published on a new UK e-notification system. This is to meet the requirements of the GPA. The requirement to publish notices on Public Contracts Scotland (PCS) which comes from the Procurement Reform (Scotland) Act 2014 would not be affected.

The sector awaits further information to be released from Scottish Government.

## **Section 7: Procurement Policies and Procedures**



MC NCA Form June  
2020.docx



MC Explanation of  
the form.docx



MC NCA Process  
Map June 2020.pdf



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An Internal Audit recommendations/actions for the College was to formalise how it authorises and records Non-Competitive Actions. To assist the College the UHI SS Team worked to create documentation that can be adopted by all UHI Academic Partners, therefore delivering a consistent approach across the Academic Partnership and meeting the individual institutions' Internal Audit recommendations. A copy of the process is attached.

The College 2017-2021 Procurement Strategy action plan has been updated to reflect the 2020-21 objectives. A copy of the Strategy is attached.

## Section 8: Audit & Procurement Commercial Improvement Plan



Moray College OPR  
Report Final.xlsx

On the 10th March 2020, Moray College UHI underwent the Scottish Government Operational Procurement Review. The Assessor's Report has been very positive with the College receiving a score of 68% against a target score of 67%. It is worth noting that any institution meeting the target score of 67% is considered as having a high-quality procurement department so it is very encouraging that the team are meeting and sometimes exceeding the set standard.

## Section 9: Procurement Training

The Procurement Team have attended the following training events.

<b>Alternative Routes to Market</b>
<b>Procurement Legislation &amp; Duties</b>
<b>Reporting Duties</b>
<b>Choosing a Route to Market</b>
<b>Procedures</b>
<b>Exclusion, Selection &amp; Award</b>
<b>Life Cycle Costing</b>
<b>Procurement Regulations &amp; Sustainability</b>
<b>Introduction to Construction Works and Associated Services</b>

Online training events have been delivered by PASS during the COVID19 Pandemic, which have been well attended by the procurement team.

### Procurement staff funding via HPDF

The HE/FE Procurement Development Fund (HPDF) provides funding support for individuals/groups of people who are involved within the university or college sectors to support and enhance their procurement skills. Dawn Mylchreest, the college internal Assistant Finance Officer – Procurement has applied and been awarded £3000 funding to enable her to work toward CIPS qualification.

The procurement team delivered the following training sessions to Stakeholders.

<b>Training</b>	<b>Occasions Provided</b>	<b>Total Attendees</b>
Procurement Induction/How to use Frameworks	3	6
Procurement Training for Senior Management	1	15
How to use Frameworks	1	1

## 1. Appendices

### Appendix A - List of Regulated Procurements Completed in the Reporting Period (2019-2020)

#### Compliant – Collaborative Role

Ref	Project	Contract Value	Start Date	Institution
CS-UHI-12500	Sophos Licences	£11,145.60	1 Nov 2019	UHI Wide
CS-UHI-16404	UHI 3Par Server Maintenance	£35,401.06	4 Nov 2019	UHI Wide
CS-LIS-16078	Blackboard Ally	£23,842.74	27 Jan 2020	UHI Wide
CS-LIS-16405	UHI Server & Switches Maintenance	£16,607.90	4 Nov 2019	UHI Wide
CS-LIS-12424	Video Streaming Services	£26,990.00	16 Jun 2020	UHI Wide
CS-LIS-10758	Webex for Education	£101,750.00	1 Jul 2020	UHI Wide
CS-UHI-16096	Post Graduate Research & Ethics Software	£209,000.00	9 Apr 2020	UHI Wide
CS-UHI-13130	Emergency Student Laptops	£32,033.50	17 Apr 2020	UHI Wide
CS-UHI-13133	Estates Consultancy Framework	TBC	6 Aug 2020	UHI Wide
CS-UHI-1507	Student Intranet Portal (MyDay) – Extension	£118,015.00	10 Aug 2020	UHI Wide
CS-UHI-9928	UHI Firewall - Extension	£152,494.64	29 May 2020	UHI Wide
CS-UHI-11234	VLE - Video Collaboration Tool – Amendment	£15,000.00	31 Mar 2020	UHI Wide
CS-LIS-14033	Scottish Wide Area Network - Extension	£2,080,000.00	31 Mar 2020	UHI Wide
CS-OTH-11232	Assistive Technology Text Help: Read Write Gold	£53,464.00	1 Feb 2020	UHI Wide
CS-LIS-5018	Adobe Student ETLA Licenses	£96,000.00	14 Sept 2020	UHI Wide
CS-OTH-13129	Non-life Insurance	£815,556.57	01 Aug 2020	AC/ EO/ HTC/ IC/ LCC/ MC/ NHC/ SMO/ WHC
CS-OTH-13278	Internal Audit	£46,200.00	01 Aug 2020	MC/NHC
CS-UHI-8900	SHE Software – Extension	£14,974.00	28 Feb 2020	EO/ IC/ MC/ NHC/ WHC

### Compliant - Local Contracts

Ref	Project	Contract Value	Start Date	Institution
CS-MC-13233	Gas (mains) 2020-2023	177,000.00	01/04/2020	Moray College
CS-MC-13234	Water & Waste Water Services	120,000.00	01/04/2020	Moray College
CS-MC-15444	Gutter Clearing (one off)	5,646.00	28/10/2019	Moray College
CS-MC-15606	Provision of roofing repairs	92,245.00	06/01/2020	Moray College
CS-MC-15641	Provision of photography services	5,000.00	24/02/2020	Moray College
CS-MC-16175	Supply of Soft Drinks (2020)	52,500.00	14/11/2020	Moray College
MCFIN-13263	Annual Servicing of CT Hydraulic Plinths	4,200.00	21/09/2020	Moray College
MCFIN-13638	Beechtree Replacement Dishwasher	4,332.00	18/09/2020	Moray College
MCFIN-13640	Branded Promotional Merchandise for DYW	4,880.00	13/01/2020	Moray College
MCFIN-14641	Guldmann Hoist Maintenance	2,000.00	06/03/2020	Moray College
MCFIN-14706	Hospitality - Dynamic Learning Resources 2020	575	14/09/2020	Moray College
MCFIN-16116	EVAC and Chair Service Contract	430	11/01/2020	Moray College
MCFIN-16142	Beauty Therapy Units Service & Calibration	5,180.00	21/09/2020	Moray College
MCFIN-16160	Nursery Staff Uniforms (2020)	1,140.00	01/05/2020	Moray College
MCFIN-16502	Commercial Dishwashers x 2 for the Nursery	3,580.00	07/02/2020	Moray College
MCFIN-16689	DYW Website Redesign 2020 & Annual Maintenance	6,600.00	02/03/2020	Moray College
MCFIN-16824	Motor Vehicle Department Components for Teaching	4,000.00	06/03/2020	Moray College

MCFIN-17287	Provision of Sanitary Supplies	20,000.00	21/05/2020	Moray College
MCFIN-17665	External catering for Sept - Dec 2020	1,500.00	01/09/2020	Moray College
MCFIN-18068	DYW Film Project 2020	4,900.00	12/10/2020	Moray College

**Appendix B - List of Regulated Procurements with Community Benefit/ Social Value/Value Added Benefits**

Project	Saving/Value Achieved
Post Graduate Research & Ethics Software	The supplier is real living wage accredited.
Large Optometry Equipment	The supplier only utilises sustainable forms of recyclable packaging which will be removed from site and recycled by the supplier thus assisting the University to work more closely towards achieving their sustainability targets.
Project Management Services MAATIC	<p>Pick Everard to host a 2-week Work Placement at their Inverness Office per annum. The work placement could be M&amp;E or QS based and will be available to Moray College students.</p> <p>PE to provide sponsorship for Moray College UHI STEM week event to the value of £500 per annum over the 4-year contract term.</p> <p>College Workshops – PE to deliver 2 College workshops to Moray College students on construction-based disciplines per annum.</p> <p>Equality in STEM promotion – PE to provide a female staff member to provide a workshop/ key-note speech/ an interview which can be used for media purposes for Moray College UHI STEM week. 1 event per annum.</p> <p>Social Value-STEM Femme Programme – PE to provide a senior female staff member to act as a role model with the UHI STEM Femme programme through face to face or online mentoring students for 3 days per annum.</p>
Non-life Insurance	<p>Education Protect Scotland:</p> <ul style="list-style-type: none"> <li>- Living Wage employer and no zero-hour workers</li> <li>- Balanced workforce with efforts to include minorities.</li> <li>- Sponsoring of the community, EPS have advised they are willing from a framework perspective to back a charity that operates with the H&amp;I geographic region as part of their Broker Fund.</li> <li>- Staff benefits, such as Health Care Plan, including health surveillance, counselling and medical screenings and childcare vouchers, extra annual leave for not taking a sick day.</li> <li>- Ethical trading practices</li> <li>- Motivation and talent nurturing within existing workforce</li> <li>- Employee engagement and flexible working</li> </ul>
UHI Partnership Estates Consultancy Framework	The suppliers on the UHI Partnership Wide Framework have offered the following ways to include sustainability and social value into call-off contracts:

**Pick Everard** have offered NEC and BIM Level 2 training for Institutional staff and offer the following further contribution to this partnership as follows:

- Develop an Employment Skills Plan to achieve benefits to your local community.
- Facilitate workshops to advise on community engagement to align with University sustainability strategies, equality, diversity and inclusion objectives.
- Attending University careers events, providing students with careers advice: discussing opportunities at Pick Everard such as internships, summer placements, graduate schemes, work experience and apprenticeships. We also provide STEM Ambassadors to give talks to schools and colleges.
- Attending training events and delivering talks on sustainability development, zero carbon route-maps, Campus of the Future and Smart Cities initiatives.

**Faithful+Gould** have offered the following Community benefits ideas to the Partnership as part of the Framework and are willing discuss with UHI and the Academic Partners.

- All our Scottish offices have supported the Scottish Government's drive for students to gain valuable work placement experience. We will provide work experience placements for pupils and students.
- Inviting Academic staff and their estates team to our programme of webinars, arranged by Faithful+Gould' Technical Leaders Group (TLG)
- Offering two-way secondments to embed learning, support staff development and complete recognised training programmes.
- Site visit and Job shadow days – supporting careers advice in secondary education. We will host job shadow days through your projects to impart knowledge and career advice to your Academic Partner's students and local pupils. This is an ideal opportunity to influence construction and engineering careers in a real-time meaningful and engaging way.
- Schools workshop – In our Scottish offices we run very successful work 'taster' days with secondary schools. Students undertake practical tasks in all our relevant technical subjects. We will host taster days with your local schools.

**Gardiner & Theobald LLP** have offered to work with the Partners to deliver some/all of the following where appropriate and achievable:

UHI deliver various construction related courses that we consider we could add value in terms of site visits and/or current industry trends, awareness and advice. This would include:

Built Environment:

	<ul style="list-style-type: none"> <li>- Advice on sustainable and modern methods of construction, from our market intelligence</li> <li>- Advice on trends in material materials and specification, from our market intelligence</li> <li>- Advice on building measurement and cost studies, through direct access to our Cost Management Team</li> <li>- Environmental awareness in rural areas (for example through our work with the National Trust for Scotland)</li> <li>- Health &amp; Safety in Construction, through access to our Principal Designer &amp; CDM Consultancy Team</li> </ul> <p>Construction management</p> <ul style="list-style-type: none"> <li>- Construction contracts – trends, such as market appetite to risk apportionment and bespoke conditions</li> <li>- Advice on construction technology (substructures, industrial/commercial superstructures)</li> <li>- Health &amp; Safety in Construction, through access to our Principal Designer &amp; CDM Consultancy Team</li> <li>- Advice on trends in material materials and specification, from our market intelligence</li> <li>- Financial studies in the construction industry</li> <li>- Construction technical communication skills</li> </ul> <p><b>Allen, Gordon &amp; Co</b> have offered the following to UHI as part of the Framework:</p> <p>To provide mentoring to UHI staff either in design services or project management or career support.</p> <p>To invite UHI staff to join monthly lunchtime sessions either in person or by technology to improve their knowledge of specialist software.</p> <p>Would work with the Partners to provide professional advice on feasibility of sustainable and environmentally friendly construction designs and also to provide risk management advice.</p> <p><b>Graham &amp; Sibbald</b> have offered the following to the Partnership through the Framework.</p> <p>An invitation to Partners for their annual Public Sector Conference where there are topical speakers covering relevant issues and best practice in the public sector, as well as committing to share communications on best practice and legislative updates that relate to property across the Partners.</p> <p><b>Northern Light Consulting</b> have advised they welcome discussions on any social value that can be offered by them through the Framework as part of initial contract discussions to address any suitable opportunities.</p>
BSL Interpreter Framework	The interpreter lives locally and will walk to work as required.

Commercial Dishwashers x 2 for the Nursery	Unit selected reduces energy consumption by the 13-amp configuration, has a double skinned door which reduces noise and heat emissions while lowering running costs and offers reduced water consumption - balancing between water usage and hygiene.
Guldmann Hoist Maintenance	Reduce emissions by reducing journeys and planning in advance to reduce number of journeys.
Nursery Staff Uniforms (2020)	Promoting a reduction in packaging sent with orders
Provision of Sanitary Supplies	Supported business During Covid-19 Hey Girls offering a home delivery service which previous supplier cannot. This enables us to be able to provide to the most vulnerable students at this trying time. Sustainable products including - biodegradable pads, organic tampons, re-useable caps all with ethically sourced ingredients. Which encourages less waste to be flushed. All products are plastic free, vegan friendly, organic, sustainable as well as the packaging.

#### Appendix C - Supported Businesses Summary

Provision of Sanitary Supplies	Procurement audit recommendations from the OPR that was held on 10th March highlighted the absence of any supported business use. 'Hey Girls' a supported business who provide female sanitary products were investigated and found to be a good match for College requirements. Details of the new contract were shared with students by the College Social Media and feedback was very positive. During Covid-19 Hey Girls offered a home delivery service which the previous supplier was unable to provide, this enabled the college to provide to the most vulnerable students at this trying time.
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**Appendix D – Forward Contracting Plan (24-month period)**

<b>Hunter Ref</b>	<b>Title</b>	<b>4 Yr. Value</b>	<b>Proposed Start Date</b>
CS-MC-17170	Provision of Gutter cleaning and Maintenance services	12,000.00	26/11/2020
CS-MC-18240	EPOS Till System Purchase	50,000.00	04/01/2021
CS-MC-16110	Provision of Boiler Maintenance	80,000.00	10/02/2021
CS-MC-12552	Pest Control Including Seagulls	20,000.00	11/03/2021
CS-MC-13288	Stationery Supplies	35,000.00	31/03/2021
MCFIN-16527	Camera and Equipment Purchase - Art	4,000.00	31/03/2021
MCFIN-15702	Winter Car Park Services	16,000.00	01/04/2021
MCFIN-13652	Cleaning Materials and Disposable Paper Products	24,000.00	02/04/2021
CS-MC-13222	Electrical Services	180,000.00	03/04/2021
CS-MC-13220	Building & Joinery Services	60,000.00	10/04/2021
CS-MC-13259	Fixed Wire Testing (FWT)	25,000.00	13/04/2021
MCFIN-13650	Annual Gas Cooker & Gas Kitchen Appliance Servicing	4,000.00	21/04/2021
MCFIN-12426	Roof Access Maintenance (2021)	720	30/04/2021

<b>MCFIN-16161</b>	<b>Windswept Bottled Beer (2021)</b>	<b>2,400.00</b>	<b>14/05/2021</b>
<b>MCFIN-14836</b>	<b>HBCT Shoes 2021</b>	<b>3,200.00</b>	<b>18/05/2021</b>
<b>MCFIN-16162</b>	<b>Safety Trainers (2021)</b>	<b>1,678.00</b>	<b>27/05/2021</b>
<b>MCFIN-13260</b>	<b>Saw Sharpening</b>	<b>3,000.00</b>	<b>28/05/2021</b>
<b>CS-MC-16822</b>	<b>Provision of Archaeology Services</b>	<b>30,000.00</b>	<b>29/05/2021</b>
<b>CS-MC-13270</b>	<b>Timber</b>	<b>120,000.00</b>	<b>01/06/2021</b>
<b>CS-MC-8607</b>	<b>Groceries</b>	<b>280,000.00</b>	<b>01/06/2021</b>
<b>CS-MC-8602</b>	<b>Butcher Supplies</b>	<b>56,000.00</b>	<b>03/06/2021</b>
<b>MCFIN-13225</b>	<b>Sportswear</b>	<b>6,000.00</b>	<b>17/06/2021</b>
<b>MCFIN-16165</b>	<b>Oxygen for Science (2021)</b>	<b>460</b>	<b>18/06/2021</b>
<b>MCFIN-16184</b>	<b>Provision of Branded Sports T-shirts for SFL Students (2021)</b>	<b>1,120.00</b>	<b>24/06/2021</b>
<b>MCFIN-16168</b>	<b>Skills for Life PPE (2021)</b>	<b>11,000.00</b>	<b>26/06/2021</b>
<b>MCFIN-14985</b>	<b>Linkwood Servicing &amp; Maintenance of Equipment - Vehicle</b>	<b>5,600.00</b>	<b>30/07/2021</b>
<b>MCFIN-15034</b>	<b>Kitchen Deep Clean Services</b>	<b>12,800.00</b>	<b>30/07/2021</b>
<b>MCFIN-16171</b>	<b>Planned Maintenance: Intruder Alarm System (2021)</b>	<b>2,400.00</b>	<b>30/07/2021</b>

<b>MCFIN-15035</b>	<b>External Window Cleaning (2021)</b>	<b>6,000.00</b>	<b>31/07/2021</b>
<b>CS-MC-13261</b>	<b>Make-Up (2020)</b>	<b>32,000.00</b>	<b>01/08/2021</b>
<b>MCFIN-16173</b>	<b>Moray Cross College Print Framework (2021)</b>	<b>18,500.00</b>	<b>03/08/2021</b>
<b>CS-MC-18082</b>	<b>Promotional Products 2021</b>	<b>14,000.00</b>	<b>09/08/2021</b>
<b>CS-MC-16185</b>	<b>Catering Clothing PPE &amp; Kits (2021)</b>	<b>125,339.00</b>	<b>19/08/2021</b>
<b>MCFIN-16176</b>	<b>Art Materials (2021)</b>	<b>26,640.00</b>	<b>21/08/2021</b>
<b>MCFIN-16186</b>	<b>AGBCentre Zip Hot Water Tap Maintenance &amp; Repair (2021)</b>	<b>1,080.00</b>	<b>21/08/2021</b>
<b>CS-MC-16169</b>	<b>BSL Interpreter Framework (2020)</b>	<b>200,000.00</b>	<b>27/08/2021</b>
<b>MCFIN-17744</b>	<b>Water Quality Management &amp; Monitoring Services (2020)</b>	<b>12,000.00</b>	<b>30/08/2021</b>
<b>CS-MC-16786</b>	<b>Provision of Asbestos Removal Services</b>	<b>60,000.00</b>	<b>01/09/2021</b>
<b>MCFIN-18164</b>	<b>Sports / Games Equipment 2021</b>	<b>2,400.00</b>	<b>10/09/2021</b>
<b>MCFIN-15776</b>	<b>Specialist Catering Stock</b>	<b>4,000.00</b>	<b>24/09/2021</b>
<b>MCFIN-13262</b>	<b>Inspection, Maintenance &amp; Testing of Fire Alarm &amp; Emergency Lighting Systems</b>	<b>20,000.00</b>	<b>29/09/2021</b>
<b>MCFIN-15701</b>	<b>Painting and Decorating Services</b>	<b>40,000.00</b>	<b>30/09/2021</b>
<b>MCFIN-16183</b>	<b>EVAC and Chair Service Contract (2021)</b>	<b>1,800.00</b>	<b>01/10/2021</b>

MCFIN-16179	Wines & Spirits (2021)	10,000.00	06/10/2021
MCFIN-16117	Fire Fighting Equipment Maintenance and Supply (2021)	16,000.00	08/10/2021
MCFIN-16190	Annual Autoclave Service - Science (2021)	2,927.00	08/10/2021
MCFIN-16172	Power Assisted Door Maintenance (Planned and Reactive) (2021)	12,000.00	15/10/2021
MCFIN-14700	Closomat Toilet Maintenance	1,600.00	30/10/2021
MCFIN-14705	Annual LEV COSHH Testing on LEV Extraction System, maintenance and servicing (2019)	5,140.00	01/11/2021
MCFIN-13272	Franking Machine	16,560.00	03/11/2021
MCFIN-16132	Corporate Workwear	16,000.00	05/11/2021
MCFIN-15763	Service Contract - Woodworking Machinery	4,000.00	09/11/2021
MCFIN-16128	Joinery Workshop Machinery Annual Servicing	4,000.00	09/11/2021
MCFIN-13464	College Grounds Maintenance	12,000.00	03/01/2022
MCFIN-14702	MiDAS Mini-bus Driver Training	3,200.00	07/01/2022
MCFIN-16646	Branded Promotional Merchandise for DYW 2022	6,000.00	12/01/2022
CS-MC-13648	Collaborative PAT Testing (2022)	15,435.00	01/02/2022
MCFIN-13647	Sewing Machine Servicing and Maintenance (2022)	8,000.00	07/02/2022

<b>CS-MC-13256</b>	<b>Hair Consumables</b>	<b>10,000.00</b>	<b>14/02/2022</b>
<b>CS-MC-13257</b>	<b>Beauty Consumables</b>	<b>10,000.00</b>	<b>14/02/2022</b>
<b>CS-MC-16749</b>	<b>Provision of Roof Maintenance and Repair (Phase 2)</b>	<b>150,000.00</b>	<b>07/03/2022</b>
<b>CS-MC-13232</b>	<b>Electricity</b>	<b>670,000.00</b>	<b>31/03/2022</b>
<b>MCFIN-17334</b>	<b>Nursery Staff Uniform (2022)</b>	<b>550</b>	<b>29/04/2022</b>
<b>CS-MC-16191</b>	<b>Vehicle Lease (2022)</b>	<b>64,235.00</b>	<b>10/06/2022</b>
<b>MCFIN-13639</b>	<b>Tablecloths for AGBCentre (2022)</b>	<b>20,000.00</b>	<b>17/06/2022</b>
<b>CS-MC-16166</b>	<b>Occupational Health Services (2022)</b>	<b>150,000.00</b>	<b>24/06/2022</b>

## Glossary of Terms

### A, B, C and C1 Contracts (Who buys what?)

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"> <li>• Scottish Procurement</li> </ul>
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> <li>• Scottish Procurement</li> <li>• APUC</li> <li>• Scotland Excel</li> <li>• NHS National Procurement</li> </ul>
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

**APUC's Code of Conduct** - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain.

**BT14 – Sustainability Based Benefits** - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

- Reduction in waste – packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities
- Community Benefits delivery
- Carbon Reduction

Social, equality and / or environmental improvements

**Category Subject** is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

**Community Benefits** are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

**Contracts Registers** these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc).

**Cost Avoidance** The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

**Contract management** or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

**EU regulated procurements** are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.

**Flexible Framework Self-Assessment Tool (FFSAT)** enables measurement against various aspects of sustainable procurement.

**Hunter** - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

**Institutional Dashboard** - is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions’ key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

**Lotting** - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts

**OJEU thresholds** OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £189,330, for Works Contracts £4,733,252. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2022.

**Output Specification** requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

**Prioritisation** - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

**Procurement Journey** is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

**Procurement & Commercial Improvement Programme (PCIP)** replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

**PCS (Public Contracts Scotland)** is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

**PCS-Tender** is the national eTendering system and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

**Segmentation** the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

**Small and Medium Sized Enterprises (SMEs)** encompass –

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

**Social Enterprises** are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

**Supply Chain** encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

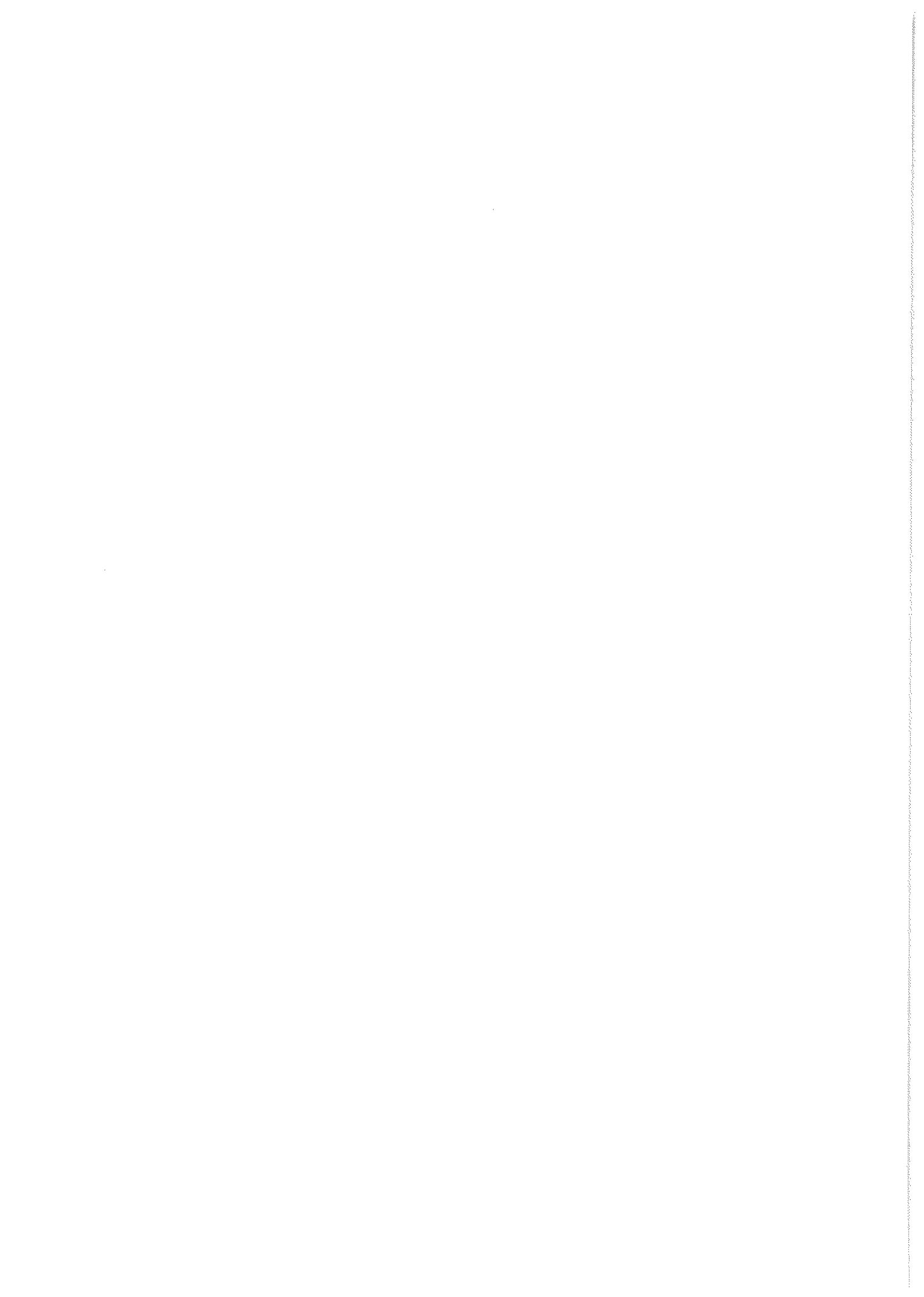
**Supply Chain Management Programme (Sustain)** is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain.

**Supported business** means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

**Supported employment programme** means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

**Sustainable Procurement** A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

**Third-Party Expenditure** is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.



<b>Committee:</b>	F&GP		
<b>Subject/Issue:</b>	Policies Due for Review		
<b>Brief summary of the paper:</b>	Update on policy development 20/21.  This item is also presented at each audit committee, but members of F&GP should not that finance related policies have been included in this update.		
<b>Action requested/decision required:</b>	For noting.		
<b>Status: (please tick ✓)</b>	<b>Reserved:</b>		<b>Non-reserved:</b> ✓
<b>Date paper prepared:</b>	19 <sup>th</sup> November 2020		
<b>Date of committee meeting:</b>	24 <sup>th</sup> November 2020		
<b>Author:</b>	Derek Duncan		
<b>Link with strategy:</b>  Please highlight how the paper links to, or assists with:  compliance. partnership services risk management strategic plan/enabler other activity (eg new opportunity) – please provide further information.	<b>Risk Register ID Moray/18:</b> Non-compliance with relevant statutory regulations.		
<b>Equality and diversity implications:</b>	Yes – a key statutory requirement which underpins all operational areas of the College.		
<b>Resource implications:</b> <i>(If yes, please provide detail)</i>	Some policies have missed their scheduled date due to the Covid-19 pandemic response.		
<b>Risk implications:</b> <i>(If yes, please provide detail)</i>	Non-compliance due to deficient polices, training or leadership carries a risk to staff, learners and 3 <sup>rd</sup> parties, as well as possible legal and reputational damage to the College.		

## Policy and Procedure Schedule Update

The schedule has been updated to reflect the 20/21 plan. As expected, a number of additional policies have become due for review this session and a specific action to include relevant Finance policies has been addressed.

The Staff Governance Committee reflected on HR Policy Review Group meeting scheduling issues due to staff demands elsewhere, resulting in a re-scheduling of activities to ensure the policies will still be reviewed in-session.

The Course Review Policy is new for session 20/21.

The progress and approval of regional policies will be updated at the next meeting.

Approving Committee or SLT	Policy/Strategy/Procedure Name	College or Regional?	Scheduled dates for approval								Grand Total
			Single Policy TBC	26/01/2021	09/03/2021	16/03/2021	11/05/2021	08/06/2021	15/06/2021	18/06/2021	
Audit	Fraud Policy and Response Plan	College								1	1
F & GP	Estates Strategy	College						1			1
F & GP	Financial Procedures	College						1			1
F & GP	Financial Regulations	College						1			1
F & GP	Smoke-free Policy	College			1						1
F & GP	Travel, Subsistence and Accommodation Policy	College						1			1
F & GP	Work Placement Policy	Regional	1								1
F & GP	Course Fee Policy (FE)	College						1			1
F & GP	Records Management	College						1			1
LTD	Academic Quality Policy	College				1					1
LTD	Student Induction Policy	College							1		1
LTD	Student Complaints Policy	Regional	1								1
LTD	Tertiary Equality and Diversity Policy	Regional	1								1
LTD	Course Review Policy (NEW)	College				1					1
SGC	Absence from Work Procedure	College		1							1
SGC	Flexible Working Policy	College					1				1
SGC	Management of Sickness Absence	College					1				1
SGC	Redundancy Policy & Procedure	College					1				1
SGC	Relocation Scheme	College					1				1
SGC	Shorter Working Year	College					1				1
SGC	Staff Recruitment & Selection Procedure	College					1				1
SGC	Stress in the Workplace	College					1				1
SGC	Staff Review Procedure	College	1								1
SLT	Joiners, Movers and Leavers Procedure	College					1				1
<b>Grand Total</b>			<b>4</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>8</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>24</b>

### Policies Updates on Hold

The following policies are on hold and the reasons are outlined in the table below:

Policy	Reason for Hold
Commercialisation Strategy	Requires further discussion within F&GP.
Estates Asset Procedures	To be integrated into UHI Servicedesk system (Unidesk).
Support for Consultation Procedure	Awaiting update on national bargaining and UHI policy.
Job Evaluation & Regrading Procedure	Awaiting update on national bargaining and UHI policy.
Staff Review Procedure	Awaiting update on national bargaining and UHI policy.
Student Advice, Personal Development Planning and Guidance Policy	To be replaced with new regional policy
Student Attendance Policy and Procedures	Regional approach to be adopted.