

**NORTH EAST  
SCOTLAND  
COLLEGE**



**Board of Management**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Meeting of 15 September 2015**





## **NOTICE OF MEETING**

There will be a meeting of the Finance and General Purposes Committee on Tuesday 15 September 2015, 0900-1000 hours in Room G10, Aberdeen City Campus.

### **MEMBERS OF THE BOARD OF MANAGEMENT**

Ms. S Brimmer  
Mr. I Gossip (Chair)  
Prof. J Harper  
Mr. J Henderson  
Ms. S Masson  
Mr. K Milroy  
Mr. A Smith  
Mr. R Wallen  
Ms. K Wetherall

### **IN ATTENDANCE**

Mr. R Scott, Vice Principal Finance  
Ms. P May, Secretary to the Board of Management  
Ms. P Kesson, Minute Secretary

---



## **AGENDA**

### **Meeting of 15 September 2015**

#### **1. Apologies for Absence**

#### **2. Minute of Previous Meeting**

- 2.1. Meeting of 21 July 2015 (paper enclosed)

#### **3. Matters arising from Minute of Previous Meeting**

- 3.1. To be raised at meeting

#### **4. Report by the Principal (paper enclosed)**

#### **5. Matter for Decision**

- 5.1. Fees for Employer Sponsored Students (paper enclosed)

#### **6. Matters for Discussion**

- 6.1. Data Cleansing of the HR and Payroll System (paper enclosed)
- 6.2. Student Activity, AY2014-15 (paper enclosed)
- 6.3. Procurement (paper enclosed)
- 6.4. Reclassification (paper enclosed)
- 6.5. Climate Change Legislation (paper enclosed)

#### **7. Summation of Business and Date and Time of Next Meeting**

#### **Reserved Items of Business**

#### **8. Matter for Decision**

- 8.1. Leased Properties

#### **9. Matters for Discussion**

- 9.1. Financial Monitoring
- 9.2. Macduff Learning Centre

#### **10. Summation of Reserved Items of Business**

---



## **Draft Minute of Meeting of 21 July 2015**

The meeting commenced at 0900 hours.

**PRESENT** – S Brimmer, I Gossip (Chair), J Harper, J Henderson, K Milroy, A Smith, R Wallen, K Wetherall

**IN ATTENDANCE** – R Scott, E Hart, P May, P Kesson

**OBSERVER** – S Grant

Mr Gossip welcomed Ms Wetherall (Students' Association Regional President) to her first meeting of the Committee. Mr Gossip also welcomed and congratulated Ms Grant on her recent appointment to Director of Curriculum

### **1. Apologies for Absence**

Apologies were received from S Masson.

### **2. Minute of previous Meeting**

The Minute of Meeting held on 19 May 2015 was approved.

### **3. Matters arising from previous Meeting**

#### **3.1 Animal Care Provision**

Mr Wallen informed the Committee that he had confirmed with SRUC that the College would transfer its animal care provision to SRUC with effect from the start of AY2016-17. Mr Wallen added that relevant College staff had been informed of the transfer and that TUPE processes would commence in due course.

#### **3.2 Macduff Learning Centre**

Mr Wallen informed the Committee that Mr Cowie, Vice Principal Business Services, and colleagues had met with the Local Area Manager for North Aberdeenshire to discuss College provision in Macduff. It was reported that the discussion had been very beneficial and had confirmed that there is a need for provision in the area. Mr Wallen added that the discussion had also highlighted the potential for utilising accommodation at Banff Academy or other suitable premises in the area if a decision was taken to close the College's Macduff Learning Centre.

### **4. Report by the Principal**

The Committee noted a report by the Principal providing information on: Prevent duty; internal audit; over-clad and re-roof at Aberdeen City Campus; Engineering Technologies at Fraserburgh Campus; site of the former Balgownie Centre; Ellon Learning Centre; facilities management services; and motor vehicles.

Mr Wallen provided further information on Prevent duty; work in progress to generate sufficient numbers to run viable part-time classes at Ellon Learning Centre; and the acquisition of 4-wheel drive pool cars to maximise the safety of staff who have to travel between Aberdeen and Fraserburgh campuses.

Mr Scott provided information on the transition to the new cleaning service at Fraserburgh Campus.

### **5. Matters for Discussion**

#### **5.1 Student Activity, AY2014-15**

The Committee considered a paper providing information on the current status of student activity for the academic year 2014-15.

Mr Wallen informed Members of the work carried out by management to ensure that the College legitimately maximises its Extended Learning Support (ELS) claim for AY2014-15, and advised that this was expected to compensate for the forecast shortfall of wSUMS in BCD. Mr Wallen confirmed that the Scottish Funding Council (SFC) activity target will now be met and that the risk of the College having to pay back a substantial amount of money to the SFC has been removed. Members noted that the figures provided are subject to audit at the end of July 2015.

Mr Wallen paid tribute to senior management colleagues, the Directors of Curriculum, and the Head of Student Services for the excellent work carried out to enable the College to meet its AY2014-15 activity target. Mr Milroy endorsed Mr Wallen's comments.

A discussion followed on the College's ELS wSUMS claim for AY2014-15, with Mr Wallen noting that the College had always taken a conservative position with ELS in previous years. Mr Wallen assured the Committee that whilst auditors will note that the College is claiming a higher percentage of ELS activity than previously, the claim is legitimate.

Members noted that with the introduction on the new funding methodology in AY2015-16, there will no longer be a separate target for ELS.

Mr Wallen commented that staff are working hard to mitigate the risk of lower numbers of applications for full-time courses for next year.

Members noted the paper and the planning activity spreadsheet for AY2015-16 based on new credit values. Mr Wallen informed the Committee that Mr Cowie has confirmed that the AY2015-16 activity target for BCD is achievable.

### **5.2 Revenue Budget, Forward Look**

The Committee noted a report providing information on the College's financial position.

Information was provided on the financial environment and context; and the baseline financial position.

In providing further information to Members Mr Scott commented that the figures were 'best estimates', and highlighted that in AY2018-19 the College deficit would be in the range of £3m-£3.5m if no further actions were taken.

Mr Scott also informed Members that the financial effect of Living Wage accreditation has not been taken into account.

Members noted that work is being undertaken to address the underlying challenges but there were still a number of unknown factors.

In response to a query from Mr Milroy, Mr Scott said that the planning assumptions noted are for NESCC, not the Sector.

In response to a query from Mr Gossip, Mr Scott highlighted potential mitigating actions that will be considered by the Senior Management Team.

A discussion was held on the financial implications of amending the College's curriculum offer in the longer term, including consideration of modes of delivery, price groups, and meeting regional needs.

The Committee noted the information presented in the report, and Mr Scott confirmed that Members would continue to be periodically updated on the College's budget position.

Ms Hart joined the meeting for discussion of agenda item 5.3

### **5.3 VS Additional Hours Payment and action from Payroll & HR Internal Audits**

The Committee considered a paper providing further information on the situation with regard to an additional hours' payment paid under the Voluntary Severance Scheme and the actions identified in the Payroll and HR Audits as they relate to HR.

Information was provided on the issue of a Voluntary Severance (VS) payment which was highlighted by an internal audit of Payroll; possible explanation of the additional hours payment; HR recommendations from Payroll Internal Audit; HR recommendations from HR Internal Audit; and building resilience in HR and Payroll.

The Board of Management, at its meeting on 08 June 2015, had requested further clarification on the matter of an additional hours VS payment made to a former employee of Banff & Buchan College. The Committee noted the explanation given in the paper.

In response to a question from Mr Gossip regarding a member of the HR staff working closely with Payroll, Ms Hart said that the focus of their duties would revert back to HR as the work relating to Payroll decreases due to issues being resolved.

Ms Hart reported that all HR posts have now been filled and HR Team members' duties have been clarified. Ms Hart added that the backlog of filing has been cleared.

Ms Hart advised that a deadline of 31 August 2015 had been set for the HR Team to check the accuracy of employee records.

Mr Gossip requested that Ms Hart prepare a RAG report detailing timelines and percentage achieved for the programme of systems training for the HR Team.

The Committee considered the updates from the Internal Audit of Payroll and Ms Hart confirmed that, with regard to overpayments – with the exception of pensions which are more complex - high level procedures are now in place.

With regard to new starts, leaver and amendment forms, Ms Hart said she would ascertain exact timelines when the HR Manager returns from annual leave.

The Committee considered the updates from the Internal Audit of Human Resources. Ms Hart was requested to: give consideration to undertaking all exit interviews on a face-to-face basis instead of by post; provide an update on the work carried out to fully validate data in the HR/Payroll System for the next meeting of the Committee; ensure that RM were asked to confirm that actions are being completed to remove leavers from College IT systems.

Mr Gossip requested that Wylie & Bisset be asked to carry out further reviews of the Payroll and HR functions by 31 December 2015.

Ms Hart left the meeting at this time.

### **5.4 Procurement**

The Committee considered a paper providing information on recent procurement activities.

Information was provided on six contracts recently awarded, and on current and forthcoming procurements. Mr Scott informed the Committee that Mitie TFM had been re-appointed to undertake facilities management services at a price which was lower than their previous contract.

The Committee noted the report.

### 5.5 Reclassification

The Committee considered a paper providing information on matters related to the reclassification of colleges as central government bodies, with effect from 01 April 2014.

Information was provided on: Scottish Funding Council returns; and assurance and audit requirements. Mr Scott commented that the position remains largely unchanged since last considered by the Committee.

The Committee noted the report.

### 5.6 Environmental Sustainability, Monitoring Information

The Committee considered a report providing information relating to environmental sustainability in the College.

Members noted the contents of the report and the data on the consumption of resources.

### 5.7 Leased Properties

The Committee considered a paper providing information on the lease of properties at Fraserburgh and Peterhead.

Information was provided on the lease of a sports field at Fraserburgh Campus, and on the lease of café facilities within the premises of the Scottish Maritime Academy at Peterhead.

Members noted the actions being taken to establish new leases for these facilities.

### 6. Summation of Business and date and time of next Meeting

The Secretary gave a summation of the business conducted. The next meeting of the Finance and General Purposes Committee is scheduled to take place on Tuesday 15 September 2015 at 0900 hours.

## Reserved Items of Business

### 7. Matters for Discussion

#### 7.1 Financial Monitoring

#### 7.2 Business and Community Development/College Activity Target

### 8. Summation of Reserved Items of Business

The Secretary gave a summation of the reserved items of business.

The meeting concluded at 0956 hours.

## **Report by the Principal**

### **1. Introduction**

1.1. The purpose of this report is to provide information to the Committee.

### **2. Prevent Duty**

2.1. The Counter-Terrorism and Security Act 2015 took effect from 01 July 2015.

2.2. UK and Scottish Governments issued guidance for bodies such as the Board of Management of North East Scotland College on the legal duty upon Scottish colleges set out in the Act regarding the need to prevent people from being drawn into terrorism. This is known as the 'Prevent Duty'.

2.3. The College's approach to meeting the Prevent Duty is similar to the approach that is followed in meeting statutory duties of care in relation to children and vulnerable adults.

2.4. The College's arrangements for meeting its responsibilities have been reported to and considered by the Board of Management at earlier meetings. Work continues to develop these arrangements to ensure their effectiveness. Recent actions include: the establishment of staff development programmes to raise awareness to be delivered in the coming weeks; review and revision of on-line safety for students and staff; and, adoption of an information sharing protocol.

2.5. Aberdeen Skills and Enterprise Training Limited (ASET) has adopted the College's policies and procedures and is tailoring its arrangements so that they are appropriate to its operations and client groups.

2.6. Advice and guidance continues to be provided to the College by the Prevent Delivery Unit of Police Scotland and local police officers.

### **3. Internal Audit**

3.1. The Audit Committee, at its meeting on 15 September 2015, will consider the annual report on the programme of internal audit reviews undertaken in the last academic year by Wylie and Bisset and a proposed programme for the current year.

### **4. Over-clad and re-roof, Aberdeen City Campus**

4.1. The final part of the programme of works to address project snagging and defects will be undertaken in the October student vacation week. At the time of writing, the final account for the project has yet to be agreed, that said, the project is forecast to remain within budget, with an outturn cost of £7,938,897 compared with budget of £8,050,000.

### **5. Engineering Technologies, Fraserburgh Campus**

5.1. At time of writing, tenders for construction works have been received and are under evaluation. It is expected that the outturn cost of the project will be within the budget set by the Board of Management.

### **6. Ellon Learning Centre**

6.1. The new Ellon Academy Community Campus opened in August 2015. The College has taken occupancy of the further education facility (at the west-end of the Campus).

6.2. A lease has been established with Aberdeenshire Council in terms satisfactory to both parties. Teaching activity at the Campus began in the week of 24 August 2015.

## **7. Spending Review**

- 7.1. The UK Government announced in July 2015 the launch of the UK Spending Review, which will be published on 25 November 2015. The review will set out, amongst other aspects, how the UK Government intends to deliver the £20 billion further savings required to bring the UK budget into balance by 2019-20.
- 7.2. The Scottish Government will hold its own Spending Review exercise. Colleges Scotland, acting on behalf of colleges, is in discussion with Scottish Government officials and the Scottish Funding Council regarding the Review.

## **8. Financial Systems**

- 8.1. The College introduced a unified financial system (Sun Accounts), in April 2014. The system continues to operate successfully, as demonstrated by satisfactory internal and external audit reviews.
- 8.2. Service standards for core finance functions are being met, for example those relating to: the 'purchase to pay' process; fee invoicing/collection; and treasury management. Budget holders receive 'standard' reports that provide information which is a necessary part of processes of budgetary management.
- 8.3. The procurement system (PECOS) was upgraded earlier this year and continues to operate successfully. (The system operates across all Scottish colleges and most universities.)
- 8.4. The student records system (Unit-e) continues to operate successfully. Its interface with financial systems has been improved in the past year by automating linkages between the systems.
- 8.5. The unified payroll system (Team Spirit) was introduced at the time of merger. A consolidation project was planned for late 2014 to consolidate payroll records into one database for the College and bring greater efficiency to payroll management and processing. However, the project has only been partially completed; whilst a single payroll database has been brought into use, concerns over the integrity of the data held in the system, and the consequent need to validate these data, led to a delay in achieving the planned outcomes of the consolidation project. It is now planned to complete the project by the end of November 2015.

## **9. Recommendation**

- 9.1. It is recommended that the Committee note the contents of this report.

**Rob Wallen**  
Principal

## **Fees for Employer Sponsored Students**

### **1. Introduction**

- 1.1. The purpose of this paper is to allow the Committee to consider the issue of setting fee rates for employed students who attend College where the fee is paid not by the individual but by her/his employer.

### **2. Background and Context**

- 2.1. Each year the Finance and General Purposes Committee sets fee rates for College provision. These include fee rates to be charged to employers or employer bodies of those in employment attending College on a part-time basis on courses that are not "commercial" but which are partially funded through Scottish Funding Council (SFC) grant-in-aid, with the employer paying a fee that is less than the economic cost of delivery: in effect the provision is "subsidised" by the SFC.
- 2.2. As members of this Committee will be aware, the wSUMs approach to SFC funding allocation is being replaced in the current year by a new system based on credits and with different types of provision being allocated into one of five price bands. The implications of this new system are only now beginning to be understood.

### **3. Review of Employer Fee Rates**

- 3.1. Given the change to the funding methodology, there is a need to review the way in which employer fee rates are set, to establish whether the current approach of setting a rate per hour that applies to all types of provision is still appropriate or whether a more nuanced approach is necessary. The intention will be to ensure that the College remains financially viable but also competitive and also maintains existing good relations with the many employers whose staff it provides training for.
- 3.2. In undertaking this work the College will review the existing arrangements and examine other possible approaches, drawing on the experience and intentions of other Colleges.
- 3.3. For the current year, therefore, it is intended to continue with existing arrangements and to bring a paper to this Committee in January 2016, which proposes an approach that will be appropriate for 2016-17 and following years.

### **4. Recommendation**

- 4.1. It is recommended that the Committee:
  - 4.1.1. Note the information in this paper regarding a review of the process of setting employer fee rates;
  - 4.1.2. Agree to maintain existing arrangements for 2015-16.

**Rob Wallen**  
Principal

**Neil Cowie**  
Vice Principal – Business Services



## **Cleansing of the HR and Payroll System**

### **1. Introduction**

- 1.1 The purpose of this paper is to update the Committee on progress regarding the data cleansing of employee information held on NESCol's HR and Payroll system (TeamSpirit).
- 1.2 This paper has also been submitted to the September meeting of the Human Resources and Audit Committees for consideration.

### **2. Background**

- 2.1 An internal audit of payroll identified a number of overpayments of salary and the Audit Committee requested further information as to why these payments had occurred. This matter was subsequently reported on to the Board on 08 June 2015 and to the Audit Committee on 21 July 2015.
- 2.2 Given the large scale of the changes implemented to pay, a decision was taken to undertake a diligence check of the information held on this system for all staff and the College's internal auditors, Wylie & Bisset, were engaged to work alongside the College's HR Team to do this.

### **3. The Data Cleanse**

- 3.1 The auditors identified a number of queries, all of which have now been resolved and the evidence provided by HR to them as requested.
- 3.2 The first stage of the data cleanse is therefore now complete and we are confident that we now hold accurate data.
- 3.3 The next stage of the data cleanse is to verify the personal information we hold on staff in accordance with data protection requirements. We will therefore write to all employees asking them to confirm or amend personal information (such as their home address) that is currently held on the HR and Payroll system. These letters will be issued during the week commencing 31 August 2015 with a requested return date of mid-September 2015.
- 3.4 In addition, HR will undertake a self-audit during September/October 2015 in preparation for the follow-up visit from the internal auditors later this year.
- 4.5 To ensure that the data held on the HR and Payroll system remains accurate, HR will undertake a data cleanse annually during the summer holidays. It is anticipated that following this recent exercise, future data cleanses will be more routine and less remedial action will be required.

### **4. Recommendation**

- 4.1 It is recommended that the Committee note the contents of this report.

**Rob Wallen**  
Principal

**Elaine Hart**  
Vice Principal – Human Resources



## **Student Activity, AY2014-15**

### **1 Introduction**

- 1.1 The purpose of this report is to provide the Committee with information on the outturn level of student activity for academic year 2014-15 (AY2014-15).

### **2 Background**

- 2.1 For the purpose of securing funding from the Scottish Funding Council (SFC) College activity is measured in weighted student units of measurement (wSUMS), which provide a method of aggregating student activity on different types of course and different modes of attendance in such a way that the duration of each programme and its resource demands are approximately reflected in the aggregated totals.

### **3 Academic Year 2014-15 (AY2014-15)**

- 3.1 The Outcome Agreement established with the SFC in 2014-15 had set North East Scotland College's (NESCol) target for student activity at 179,811 wSUMS.
- 3.2 Data on the level of student activity is required to be "cleansed" at the end of each academic year to ensure that the measured activity claimed by the College is absolutely accurate in terms of the complex rules governing funded activity. For SFC audit purposes some activity is not fundable, and it is not clear until the end of the academic year what is "fundable".
- 3.3 This data has now been cleansed and the auditors have since visited the College to interrogate the figures.
- 3.4 The College had a final outturn of 181,042 wSUMS against the target of 179,811 wSUMS, a surplus of 1,231 wSUMS, as highlighted in Appendix 1 to this paper.

### **4 External Audit**

- 4.1 As in previous years, an external audit is undertaken of the College's systems and processes used to produce the student activity data that are submitted to the SFC. The final report by the external auditor, which is awaited at the time of writing this report, shall be presented to the Audit Committee for consideration.

### **5 Recommendation**

- 5.1 It is recommended that the Committee note the contents of this paper.

**Rob Wallen**  
Principal

**John Davidson**  
Vice Principal - Learning & Quality



	Planned wSUMs	Actual wSUMs as at 12/08/15	Difference	Planned Full-time Enrolments	Actual Full-time Enrolments as at 12/08/15	Difference
Creative Industries, Computing & Business Enterprise	45,980	44,970	-1,010	2,921	2,826	-95
Engineering, Science & Technology	50,835	51,984	+1,149	1,606	1,572	-34
Service Industries	48,711	46,919	-1,905	2,513	2,358	-155
<b>SUB-TOTAL</b>	<b>145,526</b>	<b>143,873</b>	<b>-1,766</b>	<b>7,040</b>	<b>6,756</b>	<b>-284</b>
Business & Community Development	21,000	11,234	-9,766			
Scottish Maritime Academy	1,209					
Professional Development	76	47	-29			
<b>SUB-TOTAL</b>	<b>22,285</b>	<b>11,281</b>				
<b>TOTAL</b>	<b>155,154</b>					
Extended Learning Support	12,000	25,888				
<b>TOTAL incl ELS</b>	<b>179,811</b>	<b>181,042</b>				
ASET	338	337				
<b>PLANNED OVERTURN</b>	<b>180,149</b>	<b>181,042</b>				
<b>SFC TARGET</b>	<b>177,057</b>					
<b>ADDITIONAL ENGINEERING wSUMs</b>	<b>2,000</b>					
<b>TOTAL SFC TARGET</b>	<b>179,057</b>					



## Procurement

### 1. Introduction

1.1. The purpose of this report is to provide information to the Committee on recent procurement activities.

### 2. Background

2.1. At its meeting on 10 February 2014, the Board of Management considered matters relating to procurement and in particular the role of the (former) Contracts Committee.

2.2. The Board decided that the Contracts Committee be dissolved and that, as part of the Board's arrangements for effective governance and oversight, the results of procurement processes for the award of contracts over £50,000 in value shall be reported to the Finance and General Purposes Committee.

### 3. Contracts Awarded

3.1. One contract has been awarded since the last meeting of the Finance and General Purposes Committee. This is set out in the table below:

Procurement	Contractor	Contract Value
1) Clinical and washroom waste	PHS	£53,902

### 4. Current and Forthcoming Procurements

4.1. At the time of writing, procurements are being undertaken for: the provision of bus services; construction works at the Fraserburgh Campus and for design, build and commissioning of an extension to the AbCol Plant at the Aberdeen Altens Campus.

### 5. Recommendation

5.1. It is recommended that the Committee note the contents of this report.

**Rob Wallen**  
Principal

**Roddy Scott**  
Vice Principal - Finance



## **Reclassification**

### **1. Introduction**

- 1.1. The purpose of this paper is to provide information to the Committee on matters related to the reclassification of colleges as central government bodies with effect from 01 April 2014.

### **2. Scottish Government**

- 2.1. The Scottish Government and Scottish Funding Council (SFC) has arranged a workshop on 09 September 2015 at which officials and college representatives and staff will discuss the financial accounting impacts resulting from the recent reclassification of the college sector.
- 2.2. It is intended to explore potential ways forward within the context of the new accounting framework following reclassification, identifying where there is potential flexibility to the college sector whilst still delivering the requirements of the Scottish Government.
- 2.3. Places at the workshop have been limited to 2 for each college region. The College will be represented by the Vice Principal - Finance and Financial Controller – External Affairs.

### **3. Recommendation**

- 3.1. It is recommended that the Board note the information provided in this paper.

**Rob Wallen**  
Principal

**Roddy Scott**  
Vice Principal - Finance



## **Climate Change Legislation**

### **1. Introduction**

- 1.1. The purpose of this paper is to provide the Committee with an opportunity to consider the College's position regarding Climate Change Legislation.

### **2. Letter regarding Climate Change Legislation**

- 2.1. Attached as Appendix 1 to this paper is a letter from the Chair of the Public Sector Climate Leaders Forum (PSCLF).
- 2.2. It re-emphasises the responsibilities of public bodies to take steps to reduce their environmental impact.

### **3. The College's position**

- 3.1. In November 2014 the College re-committed to the Universities and College's Climate Commitment for Scotland (UCCCFs). The initial commitment was launched 5 years prior to this and ran for a five year period.
- 3.2. The UCCCFs is a delivery mechanism for the Duties on Public Bodies (under the Climate Change (Scotland) Act 2009), which names universities and colleges as key contributors and it continues to be a useful driver for environmental change within the tertiary sector in Scotland.
- 3.3. As an existing signatory, a 5-year Climate Change Action Plan (CCAP) was created and progress reported on annually ([www.eauc.org.uk/ucccf/home](http://www.eauc.org.uk/ucccf/home)). EAUC-Scotland are now supporting institutions who are at the end of their 5-year Plans to redevelop activity looking ahead to the next stage and reporting progress through the new required reporting legislation. This will ensure the sector provides leadership to other public sector organisations; addresses SFC Outcome Agreement requirements and aligns with data flow from EAUC to the SFC on sector progress.
- 3.4. As the College re-committed to the UCCCFs in November 2014, the next report for North East Scotland College will be due in October this year adhering to the new format outlined in the letter from the Scottish Government.
- 3.5. We have produced, and will continue to produce and submit these reports as requested. The last report was submitted in June 2014 and covered Greenhouse Gas Emissions for 2011-12 and 2012-13. The Carbon Management Plan 2015 and our ongoing work for ISO14001 all supports the Climate Change (Scotland) Act 2009 which we are fully aware of and it is outlined in the College's Register of Environmental Legislation.
- 3.6. As such, the College is well aware of and compliant with its institutional responsibilities with regard to climate change legislation.

### **4. Recommendation**

- 4.1. It is recommended that the Committee note the contents of this report.

**Rob Wallen**  
Principal



Ministear airson na h-Àrainneachd, Atharrachadh na Gnàth-Shìde agus Ath-  
Leasachadh Fearainn  
Minister for Environment, Climate Change and Land Reform  
Aileen McLeod BPA/MSP

F/T: 0300 244 4000  
E: scottish.ministers@scotland.gsi.gov.uk



## Letter to Chairs and Chief Executives of public sector major players



29 June

### **CLIMATE CHANGE LEGISLATION – PUBLIC SECTOR ACTION AND SUPPORT**

I am writing to you today, as you are leader of a public body classed as a 'climate change major player', in order to update you on my plans for Public Bodies Duties reporting. These plans have been developed in partnership with the Public Sector Climate Leaders Forum.

#### **Background**

I would like to start by commending all public bodies that have voluntarily committed to Scotland's Climate Change Declarations, and have been successfully publishing annual climate change reports over recent years. Similarly, I acknowledge the efforts of those who have published Public Sector Sustainability Reports. This work has provided a solid platform for open and transparent recording of climate change activity and progress across the public sector. I hope the long standing commitment to managing business operations efficiently, as evidenced in this good reporting practice, will continue in the future.

I was disappointed to have to announce earlier this month that Scotland had again missed its fixed annual emission reduction targets. Whilst there were a number of reasons for this, this creates an even stronger imperative for the public sector to lead by example and ramp up emission reductions. To demonstrate my commitment to improving climate change performance reporting and increasing emission reductions, I have therefore asked that the powers in the Climate Change (Scotland) Act 2009, to introduce reporting on compliance with the climate change public bodies duties, be used.

#### **Progress on Public Bodies Duties reporting**

A public consultation on a draft Order, which included a draft reporting form, developed collaboratively by members of the Climate Leaders Officer Group (see [Annex B](#)), with the aim of standardising reporting methodology and collecting more consistent and accurate public sector information, closed on 29 May 2015, and I am grateful to those who submitted their views. Responses are now being considered and it is my intention that a refined Statutory Order, reflecting these, will be laid before Parliament after the summer recess, with a view to bringing the reporting requirement into force in November this year, with the first mandatory reports due the following autumn.

Taigh Naomh Anndrais, Rathad Regent, Dùn Èideann EH1 3DG  
St Andrew's House, Regent Road, Edinburgh EH1 3DG  
[www.scotland.gov.uk](http://www.scotland.gov.uk)



Further work is now underway, involving the Sustainable Scotland Network (SSN) and CLOG to produce advisory guidance to support the reporting process. Climate change information submitted through this reporting process will be collated and assessed centrally by the Scottish Government, with a Climate Change Public Sector Report produced annually. This will help to monitor public sector progress and activity and inform the future direction of climate change policy, legislation, funding and support programmes.

In preparation for the first statutory reports in 2016, I am now asking major players to trial the "Required" Reporting form using this new format to produce your 2014/15 report. Your report should be published through your own procedures, prior to being submitted to the Sustainable Scotland Network by 31 October this year. This trial exercise will pave the way for 2015/16 reports to be published by each major player (see [Annex C](#)) and submitted on-line to the Scottish Government by 31 October 2016. As intimated at the start of this letter, some public bodies are already well advanced in their reporting and I would encourage those bodies to continue to report additional climate change information, such as area-wide emissions, environment, resource efficiency and behaviour change, using the "Recommended" section of the reporting form, to capture this and any other information unique to your operations.

### Support

In anticipation of the introduction of this statutory reporting requirement both Resource Efficient Scotland (a programme of Zero Waste Scotland) and the Sustainable Scotland Network have been working on a suite of climate change and sustainability tools to help leaders, emission source managers and practitioners to embed and manage climate change activity, and comply with their climate change public bodies duties. Links to a range of climate change support tools are provided in [Annex A](#) of this letter, along with a link to the draft Required Reporting form and advisory guidance as they currently stand. I would particularly encourage major players to use the Climate Change Assessment Tool (CCAT), Influencing Behaviours tool (ISM) and e-Learning module, all of which are aimed at helping public sector organisations progress in the key priority areas.

In addition to monitoring emissions, we are also asking you to report on action your organisation has taken to adapt to climate change and, if applicable, to report on what progress your organisation has made in delivering the policies and proposals set out in the Scottish Climate Change Adaptation Programme. Adaptation to the effects of climate change is crucial if we are to be as prepared and resilient as possible to deal with the impacts of climate change in Scotland and I would encourage you to access the resources provided by Adaptation Scotland.

While it is relatively easy to measure success in the short term, particularly in terms of reducing carbon emissions, there are a wide range of activities that organisations need to consider to move beyond basic carbon reduction, and achieve an integrated and effective approach to Climate Change. The supporting tools will help your organisation put in place robust foundations, in terms of governance, data capture, behaviour change, sustainable procurement and effective communications, to prepare for Climate Change leadership in the future. SSN and RES will also be providing specific events to support on climate change reporting later this year. I look forward to working with you and hearing of your progress.

*With kind regards  
Aileen*

**AILEEN MCLEOD**

(Chair of Public Sector Climate Leaders Forum - PSCLF)

Taigh Naomh Anndrais, Rathad Regent, Dùn Èideann EH1 3DG  
St Andrew's House, Regent Road, Edinburgh EH1 3DG  
[www.scotland.gov.uk](http://www.scotland.gov.uk)



## ANNEX A

### CLIMATE CHANGE PUBLIC BODIES DUTIES REQUIRED REPORTING FORM

The reporting templates and guidance for this year's reporting are available online on the SSN website at <http://www.keepsotlandbeautiful.org/sustainability-climate-change/sustainable-scotland-network/reporting-on-climate-change-duties/>

### SUSTAINABLE SCOTLAND NETWORK

All the resources below are available online at <http://www.keepsotlandbeautiful.org/ssn>.

Support is also available via email - [ssn@keepsotlandbeautiful.org](mailto:ssn@keepsotlandbeautiful.org).

Call free on 01786 471333

SSN's website: The SSN website – which includes a public sector climate change portal - is a resource to support public sector action on climate change. We aim to improve understanding, influence, impact and reporting in the public sector with examples of case studies, reports, guidance etc.

Public Bodies Duties e-Learning module: SSN has an e-learning module that is designed to help all public sector employees gain a better understanding of their role and responsibilities in action on climate change, particularly in relation to the Public Bodies Duties in the Climate Change (Scotland) Act. (link to web: <http://www.keepsotlandbeautiful.org/sustainability-climate-change/sustainable-scotland-network/climate-change/e-learning-module/>)

The [Low Carbon Behaviours webpages](#) sets out the information, SSN support and resources available for the public sector in using the ISM (Individual, Social, Material) behaviour change approach to help design, develop and evaluate low carbon interventions.

SSN Annual Conference: The SSN annual conference takes place on 3<sup>rd</sup> November in Glasgow. This is a key event bringing public sector major players together on climate change leadership and action. More information on the conference will be available online soon. The Scottish Government encourages all major players to participate in this important event. Climate Change PBD Required Reporting Form.

### RESOURCE EFFICIENT SCOTLAND

All the resources below are available online at [www.resourceefficientscotland.com](http://www.resourceefficientscotland.com).

Support is also available via email [enquiries@ResourceEfficientScotland.com](mailto:enquiries@ResourceEfficientScotland.com)

Call free on 0808 8082268

[Climate Change Assessment Tool](#) - enables practitioners, emission source managers and leaders to assess their organisational climate change capability and performance and track progress against the Public Sector Climate Change Duties..

[Carbon Footprinting and Project Register](#) - supports those organisations looking to establish current and future carbon footprints, by developing project registers and carrying out target-setting in a single tool.

[Lighting Improvements Calculator](#) - provides three examples of common lighting improvement projects.

[The Light Touch Calculator](#) - allows for a more complex lighting data analysis and calculates potential annual savings from upgrading or retrofitting existing lighting.

[Boiler Replacement Toolkit](#) - assists users to consider and compare alternative heat and fuel sources at the design stage of new-build or refurbishment projects.

[A Ten-Step Good Practice Guide – Water Efficiency](#) - helps organisations to implement tried-and-tested water minimisation projects, including simple, low and no-cost solutions and advice on changing staff behaviour.

[Building Management System Procurement Guidance](#) - A guide to help organisations through the processes of procuring a building management system and support services.

[Sustainable Procurement Modules](#) - examines opportunities for embedding sustainability within the procurement process, from background and policy information, through to developing the specification, evaluation and contract management.

## **ADAPTATION SCOTLAND**

Adaptation Scotland provides tools and resources for public bodies with the aim to increase awareness and understanding of climate risks, and help public bodies put in place structures to manage these in line with the Public Bodies Climate Change (Adaptation) Duties enacted by the Climate Change (Scotland) Act 2009.

This includes the practical guide 'Five Steps to Managing your Climate Risks' that helps public bodies to develop arrangements to manage their climate risks.

More information can be found on the Adaptation Scotland website: <http://www.adaptationscotland.org.uk/2/50/0/Climate-Ready-Public-sector.aspx>

Further information on adaptation can be found in the Scottish Climate Change Adaptation Programme: <http://www.gov.scot/Publications/2014/05/4669>

## Annex B

### Membership of the Climate Leaders Officer Group (CLOG)

<b>SG Officials</b>	<b>Scottish Government</b>
Judith Young	Climate Change Public Bodies Duties
Howard Steele	Climate Change Public Bodies Duties
Jo Mitchell	Sustainable Procurement
Graeme Curran	Facilities Services
Daniel Lafferty	Transport Policy
Nicola Carvil	Low Carbon Innovation
<b>CLOG Member</b>	<b>Organisation</b>
Anna Beswick	Adaptation Scotland
Jill McMaster	Resource Efficiency Scotland
George Tarvit	Sustainable Scotland Network
Sarah Lee	EAUC
Neil Kitching	Scottish Enterprise
Paula Charleston	SEPA
Victoria Barby	2020 Group
Mark Williams	Scottish Water
Ewan Hyslop	Historic Scotland
David Beards	SFC
Lorna Richardson	COSLA
Mark Roberts	Audit Scotland
Kate Dapre	NHS
Chris Wood-Gee	D&G Council/SSN
Sheila Currie	SNH
Shirley MacMillan	Scot Parliament

## ANNEX C

### CLIMATE CHANGE PUBLIC BODIES DUTIES MAJOR PLAYERS LIST

#### **The Scottish Ministers (8)**

1. Disclosure Scotland
2. Historic Scotland
3. Scottish Government
4. Scottish Prisons Service
5. Scottish Public Pensions Agency
6. Skills Development Scotland
7. Student Awards Agency for Scotland
8. Transport Scotland

#### **The Scottish Parliamentary Corporate Body (1)**

#### **Holders of offices in the Scottish Administration which are non-ministerial offices (7)**

1. The Accountant in Bankruptcy
2. The Keeper of the Records of Scotland
3. The Keeper of the Registers of Scotland
4. The Scottish Charity Regulator
5. The Registrar General of Births, Deaths and Marriages for Scotland
6. The Scottish Court Service
7. The Scottish Housing Regulator

#### **Local Government (32)**

##### Any local authority

1. Aberdeen City Council
2. Aberdeenshire Council
3. Angus Council
4. Argyll and Bute Council
5. City of Edinburgh Council
6. Clackmannanshire Council
7. Comhairle nan Eilean Siar (Western Isles Council)
8. Dumfries and Galloway Council
9. Dundee City Council
10. East Ayrshire Council
11. East Dunbartonshire Council

12. East Lothian Council
13. East Renfrewshire Council
14. Falkirk Council
15. Fife Council
16. Glasgow City Council
17. Highland Council
18. Inverclyde Council
19. Midlothian Council
20. Moray Council
21. North Ayrshire Council
22. North Lanarkshire Council
23. Orkney Islands Council
24. Perth and Kinross Council
25. Renfrewshire Council
26. Scottish Borders Council
27. Shetland Islands Council
28. South Ayrshire Council
29. South Lanarkshire Council
30. Stirling Council
31. West Dunbartonshire Council
32. West Lothian Council

**Transport Partnerships (1 + 6)**

1. The Strathclyde Passenger Transport Authority

Any Transport Partnership created under the Transport (Scotland) Act 2005(1)

2. SWESTRANS - Dumfries and Galloway
3. SESTRANS - City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, West Lothian
4. TACTRAN - Angus, Dundee City, Perth and Kinross, Stirling
5. NESTRANS - Aberdeen City, Aberdeenshire
6. HITRANS - Argyll and Bute (less Helensburgh and Lomond), Outer Hebrides, Highland, Moray, Orkney
7. Zet'rans - Shetland

**National health service (19)**

1. The Common Services Agency for the Scottish Health Service
2. The National Waiting Times Centre Board
3. NHS Education for Scotland
4. The Scottish Ambulance Service Board

---

(1) 2005 asp 12.

5. The State Hospitals Board for Scotland  
Any Health Board
6. NHS Ayrshire and Arran
7. NHS Borders
8. NHS Dumfries and Galloway
9. NHS Fife
10. NHS Forth Valley
11. NHS Grampian
12. NHS Greater Glasgow and Clyde
13. NHS Highland
14. NHS Lanarkshire
15. NHS Lothian
16. NHS Orkney
17. NHS Shetland
18. NHS Tayside
19. NHS Western Isles

#### **Educational institutions (19 +25)**

The board of management of a college of further education (with the expressions used having the same meaning as in section 36(1) of the Further and Higher Education (Scotland) Act 1992(2))

An institution which is a fundable post-16 education body in receipt of funding from the Scottish Further and Higher Education Funding Council or a regional strategic body (with the expressions used having the same meaning as in the Further and Higher Education (Scotland) Act 2005(3)), other than any such institution whose activities are principally carried on outwith Scotland.

#### **Universities**

1. Edinburgh Napier University
2. Glasgow Caledonian University
3. Glasgow School of Art
4. Heriot-Watt University
5. The Open University in Scotland
6. Queen Margaret University
7. Robert Gordon University
8. Royal Conservatoire of Scotland
9. SRUC
10. University of Aberdeen
11. University of Abertay Dundee
12. University of Dundee

(2) 1992 c.37.

(3) 2005 asp 6.

13. University of Edinburgh
14. University of Glasgow
15. University of St Andrews
16. University of Stirling
17. University of Strathclyde
18. University of the Highlands and Islands
19. University of the West of Scotland

### **Colleges**

1. Ayrshire College
2. Borders College
3. City of Glasgow College
4. Dumfries & Galloway College
5. Dundee and Angus College (previously Dundee College and Angus College)
6. Edinburgh College
7. Fife College
8. Forth Valley College
9. Glasgow Clyde College
10. Glasgow Kelvin College (previously John Wheatley College, North Glasgow College and Stow College)
11. Inverness College UHI
12. Lews Castle College UHI
13. Moray College UHI
14. Newbattle Abbey College
15. New College Lanarkshire (previously Motherwell College, Cumbernauld College, and Coatbridge College)
16. North East Scotland College (previously Aberdeen College and Banff and Buchan College)
17. North Highland College UHI
18. Orkney College UHI
19. Perth College UHI
20. Sabhal Mòr Ostaig UHI
21. Shetland College UHI
22. South Lanarkshire College
23. West College Scotland
24. West Highland College UHI
25. West Lothian College

### **Police (2)**

1. A chief constable of the Police Service of Scotland
2. The Scottish Police Authority

## Others (30)

1. Audit Scotland
2. Creative Scotland
3. Highlands and Islands Enterprise
4. Learning and Teaching Scotland
5. Revenue Scotland
6. Scottish Enterprise
7. Scottish Natural Heritage
8. Scottish Water
9. Social Care and Social Work Improvement Scotland
10. The Board of Trustees for the National Galleries of Scotland
11. The Board of Trustees of the National Museums of Scotland
12. The Board of Trustees of the Royal Botanic Garden, Edinburgh
13. The British Waterways Board
14. The Cairngorms National Park Authority
15. The Crofting Commission
16. The James Hutton Institute
17. The Loch Lomond and The Trossachs National Park Authority
18. The Moredun Research Institute
19. The National Library of Scotland
20. The Royal Commission on the Ancient and Historical Monuments of Scotland
21. The Scottish Children's Reporter Administration
22. The Scottish Environment Protection Agency
23. The Scottish Fire and Rescue Service
24. The Scottish Further and Higher Education Funding Council
25. The Scottish Legal Aid Board
26. The Scottish Public Services Ombudsman
27. The Scottish Qualifications Authority
28. The Scottish Social Services Council
29. The Scottish Sports Council
30. VisitScotland
31. **Any integration joint board established by order under section 9(2) of the Public Bodies (Joint Working) (Scotland) Act 2014**