



FINANCE & RESOURCES COMMITTEE

Meeting of 26 September 2018

FINANCE & RESOURCES COMMITTEE

NOTICE

There will be a meeting of the Finance & Resources Committee on Wednesday 26 September 2018 at 1400 hours in the Boardroom, G10, at Aberdeen City Campus.

AGENDA

Agenda Item		Paper
33-18	Apologies for Absence	
34-18	Declaration of any Potential Conflicts of Interest in relation to any Agenda Items	
35-18	Minute of Previous Meeting – 16 May 2018	X
36-18	Matters Arising from the Previous Meeting	X
	Matters for Decision	
37-18	Programme of Business AY2018-19	X
38-18	Bank Account Signatories	X
	Matter for Discussion	
39-18	College Income Analysis 2016-17 to 2018-19	X
	Matters for Information	
40-18	Lets	X
41-18	BYOD Initiative	X
42-18	Summation of Business and Date of Next Meeting	
	Reserved Items of Business	
	Performance Reporting - Matter for Discussion	
43-18	Credit Activity	
44-18	Any Other Business	
45-18	Summation of Reserved Items of Business	

FINANCE & RESOURCES COMMITTEE

Draft Minutes of the meeting of the Finance & Resources Committee held on 16 May 2018 at 1400 hours in G10, Aberdeen City Campus.

Agenda Item	
	<p>Present: David Anderson Martin Dear John Harper, Chair John Henderson, Vice Chair Liz McIntyre Ken Milroy</p> <p>In attendance: Zoe Burn, Minute Secretary Pauline May, Secretary to the Board Roddy Scott, Vice Principal - Finance</p>
20-18	<p>Apologies: Abby Miah and Adrian Smith.</p>
21-18	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items Mr Milroy declared a conflict of interest in relation to his role at Aberdeen Foyer and agenda item 24-18.</p>
22-18	<p>Minutes of Previous Meeting – 24 January 2017 The minutes were approved as a true and accurate record.</p>
23-18	<p>Matters Arising from the Previous Meeting Members noted the Matters Arising Report.</p> <p>A discussion was held in relation to course fees for non-EU students, with the Principal stating that the SMT felt that the College was positioned appropriately in the region as the two local Universities are viewed as the College's main competitors in this market. It was agreed that the fees for AY2018-19 would remain as presented, but that further intelligence would be collated in relation to this client group in AY2018-19 to enable consideration to be given to the potential to grow this market and its sensitivity to price.</p> <p>The Principal provided additional information on an enhanced risk based approach to the monitoring and reporting of the College's credits activity going forward. Information was also provided on the approach that will be adopted regarding the running of programmes following consideration of enrolments against costs after full-time enrolment has been completed in September 2018.</p> <p>No further matters were raised.</p>

	Matter for Information
24-18	<p>Procurement</p> <p>Members noted a paper providing information on matters relating to procurement.</p> <p>Mr Scott confirmed that there were no significant changes to spend on contracts for AY2018-19 in comparison to the current academic year, with the exception of a significant reduction in the contract for IT Network Management Services.</p> <p>In response to a query from Mr Anderson and following a short discussion, it was agreed that it would be useful for the Committee to compare estimated contract spend against actual spend for AY2018-19 in due course.</p> <p>The Principal highlighted that the College's contract for Occupational Health Services had been extended a further 6 months to the end of January 2019 and that a review would now be undertaken to establish the appropriate level of provision the College requires going forward.</p>
25-18	<p>Summation of Business and Date of Next Meeting</p> <p>The next meeting of the Finance and Resources Committee will be scheduled following discussion of the Programme of Meetings for AY2018-19.</p>
	Reserved Items of Business
	Matters for Decision
26-18	<p>College Budget</p>

27-18	College Debt
	Performance Reporting – Matters for Discussion
28-18	Financial Status
29-18	Student Funding

30-18	Student Activity
	Any Other Business No other business was raised.
	<i>In noting Mr Scott's upcoming retirement and his last attendance at a Finance and Resources Committee, the Chair thanked him for the excellent support given to the Boards and Committees of both NESCol and Aberdeen College, and for ensuring the institutions' financial health. Members echoed the Chair's comments.</i> <i>Mr Scott stated that it had been a privilege to serve all Aberdeen College and NESCol Board Members.</i>
	Summation of Reserved Items of Business The Secretary gave a summation of the reserved business.
	Meeting ended 1530 hours

Agenda Item	Actions from Finance & Resources Committee 16/05/2018	Responsibility	Deadline
24-18	Prepare comparison of AY2018-19 estimated contract spend against actual spend.	R Scott/ VP Finance & Resources	May 2019
26-18			
29-18			

Signed:.....

Date:



FINANCE & RESOURCES COMMITTEE Meeting of 26 September 2018	
Title: College Income Analysis 2016-17 to 2018-19	
Author: Roddy Scott	Contributor(s):
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To provide information to the Committee on SFC and non-SFC income.	
Linked to Strategic Goal: 5. Optimise the use of our available resources to deliver financial and environmental sustainability.	
Linked to Annual Priority:	
Executive Summary: At its meeting in January 2018, the Committee considered a paper providing details of the College's full year forecast in terms of income split by SFC, non-SFC and other. At the meeting it was requested that this information be provided for the years 2016-17 to 2018-19. The information requested is given in Appendix 1 to this paper.	
Recommendation: It is recommended that the Committee note the information provided.	
Previous Committee Recommendation/Approval (if applicable): See Executive Summary.	
Equality Impact Assessment: Positive Impact <input type="checkbox"/> Negative Impact <input type="checkbox"/> No Impact <input checked="" type="checkbox"/> Evidence:	



FINANCE & RESOURCES COMMITTEE	
Meeting of 26 September 2018	
Title: Programme of Business AY2018-19	
Author: Pauline May	Contributor(s): Roddy Scott Pete Smith
Type of Agenda Item: For Decision <input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To enable the Committee to consider its Programme of Business for AY2018-19.	
Linked to Strategic Aim:	
Linked to Annual Priority:	
Executive Summary: The attached Programme of Business details the proposed schedule of key items of Committee Business throughout academic year 2018-19.	
Recommendation: It is recommended that the Committee set the Programme of Business for AY2018-19.	
Previous Committee Recommendation/Approval (if applicable): None	
Equality Impact Assessment: Positive Impact <input type="checkbox"/> Negative Impact <input type="checkbox"/> No Impact <input checked="" type="checkbox"/> Evidence:	

FINANCE AND RESOURCES COMMITTEE – DRAFT PROGRAMME OF BUSINESS AY2018-19

Please note that the Programme of Business will be amended as required to include agenda items that arise throughout the academic year.

26 SEPTEMBER 2018
For Decision
Programme of Business AY2018-19
Bank Signatories
For Discussion
College Income Analysis 2016-17 to 2018-19
Performance Reporting – Credit Activity
For Information
Lets
BYOD Initiative

21 NOVEMBER 2018
For Decision
Audited Financial Statements, 12 months to 31 July 2018 (in conjunction with Audit & Risk Committee)
For Discussion
Performance Reporting – Financial Status, Student Funding, Credit Activity
Non-EU Students - Applications and Fees Report
For Information
Insurance
An Independent Review of Student Support in Scotland – Findings & Recommendations
Estates Update – Summer & October Works

30 JANUARY 2019
For Decision
Financial Regulations
Course Fee Rates
Letting Charges
For Discussion
Performance Reporting – Financial Status, Student Funding, Credit Activity
Revenue Budget (reforecast)
Capital Programme
For Information
Payment of Taxes
Properties leased to third parties
Properties leased from third parties

15 MAY 2019
For Decision
For Discussion
Performance Reporting – Financial Status, Student Funding, Credit Activity
College Budget (<i>ahead of consideration at June Regional Board Meeting</i>)
Contracts Spend – estimate vs actual
For Information

When required:

- Risk Register updates
- Debt write off
- Procurement
- Banking arrangements

During AY2018-19, the Committee will also be asked to consider a new supporting strategy for the College's Strategic Plan 2018-2021 – Finance Strategy.

The Committee will also be involved, as appropriate, in the development of the College's new Estates Strategy.



FINANCE & RESOURCES COMMITTEE Meeting of 26 September 2018	
Title: Bank Account Signatories	
Author: Roddy Scott	Contributor(s):
Type of Agenda Item: For Decision <input checked="" type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To enable the Committee to approve changed authorised signatories on College bank accounts.	
Linked to Strategic Goal:	
Linked to Annual Priority:	
Executive Summary: Scottish colleges were required to join the Government Banking Service (GBS) as a consequence of being reclassified as public bodies on 01 April 2014. The Royal Bank of Scotland (RBS) delivers the GBS. Consequent upon the appointment of Mr. Peter Smith as Vice Principal – Finance and Resources and the resignation of Mr. Roddy Scott, there is a need to change the authorised signatories on bank accounts. The resolution required by RBS is set out in section 3 of Appendix 1 to this paper. Mr. Smith will become the ‘Primary Security Contact’ for BACS in place of Mr. Scott.	
Recommendation: It is recommended that the Committee: <ul style="list-style-type: none"> • adopt the resolution required by RBS; • authorise the Chair of the Committee to sign documentation provided by RBS to amend authorised signatories on bank accounts; and • note that Mr. Peter Smith will become the ‘Primary Security Contact’ for BACS. 	
Previous Committee Recommendation/Approval (if applicable): None	

Equality Impact Assessment:

Positive Impact ☐

Negative Impact ☐

No Impact ☒

Evidence:

Change of Signing Authority Charity



Please use this mandate to change the authorised signatories and/or replace the signing rules in a current Charity Mandate.

Each individual will have important responsibilities and must be chosen carefully.

The Authority in section 3 needs to be passed.

Please complete this form in BLOCK CAPITALS and in black ink. Please mark option boxes with an 'x'.

The individual signing the mandate in section 6 must initial all corrections.

1. Charity details

The Trustees named in section 5 as trustees of:

Charity name in full	<input type="text"/>	} Please insert the full name of the Charity
	<input type="text"/>	
Charity number	<input type="text"/>	

2. Application to accounts

Please insert details in either section 2.1 or 2.2 by putting a cross in the relevant box below.

EITHER

2.1 ☐ This mandate applies to all existing and future **accounts** of the Charity

Account number	<input type="text"/>	Sort code	<input type="text"/>
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Please specify the main operating account

New accounts
If unknown please leave boxes blank

OR

2.2 ☐ This mandate only applies to the **accounts** of the Charity detailed below:

Account numbers	Sort code	Account numbers	Sort code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	} New accounts If unknown please leave boxes blank If there are more than 12 accounts, please detail on a separate sheet and attach to this mandate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Total number of accounts

Please insert total number of accounts detailed in this section 2.2 and on any separate sheets

It was resolved that:

- #### 4. Signing rules for the accounts specified in section 2

In relation to the matters set out in the current Mandate and the accounts detailed in section 2, the Bank may act on the instructions of:

One authorised signatory

for unlimited amounts

1

OR

for amounts up to and including



£

--	--	--	--	--

If unlimited is selected, do not add a value in the box below

D

Two authorised signatories

for unlimited amounts

1

OR

for amounts up to and including



£

--	--	--	--	--

If unlimited is selected, do not add a value in the box below

1

Only complete the box below if **additional** or **different** Signing Rules are required.

Signing Rules can use the designation given to an Authorised Signatory in the current Mandate and/or section 5 of this Form. This designation could be their official position (e.g. director) or by category (e.g. “Category A” or “Category B”).

Example 1

Any three Authorised Signatories if the amount exceeds £xxxxx

Example 2

Any two Authorised Signatories, one of whom must be a director if the amount exceeds £xxxxxx

Example 3

Any one Authorised Signatory for amounts up to and including £xxxxxx

One Authorised Signatory from “Category A” and one Authorised Signatory from “Category B” for unlimited amounts

Do not identify individuals here by name as these details are collected in the current Mandate and/or section 5 of this Form.

5. Authorised signatories for the accounts specified in section 2

All intended authorised signatories must sign this section.

Please cross through any unused boxes in this section and on any additional sheets.

If there are more authorised signatories and you require additional space, please photocopy this page, complete and attach to this mandate.

Confirming your agreement

By continuing with this application, you confirm that you have read and understood how we may use your information in the ways described below and are happy to proceed.

Signing group field required if signing group specified in section 4 (e.g. A, B, C etc)

	Authorised Signatory (please print full name)	Official Position	Specimen Signature (this is only required if an authorised signatory is to be added – please sign within the box)	Signing Group Code
Add <input type="checkbox"/>				
Remove <input type="checkbox"/>				
Add <input type="checkbox"/>				
Remove <input type="checkbox"/>				
Add <input type="checkbox"/>				
Remove <input type="checkbox"/>				
Add <input type="checkbox"/>				
Remove <input type="checkbox"/>				
Add <input type="checkbox"/>				
Remove <input type="checkbox"/>				

6. Certificate

We certify that:

In respect of this mandate and any additional authorised signatories page:

- all the signatures are genuine;
- the information given is correct; and
- we have initialled all corrections.

To verify any information on this mandate the Bank may call me on:

Please insert a contact telephone number

The Bank may assume that the person who confirms their identity, and correctly answers the Bank’s security questions is me.

These resolutions were passed and are signed on behalf of the Charity by:

Signature of Member

Print first name _____
Print Surname _____
Official position _____
Date (DD/MM/YYYY) _____

Signature of Member

Print first name _____
Print Surname _____
Official position _____
Date (DD/MM/YYYY) _____

Who we are

At Royal Bank of Scotland PLC we do all we can to respect your rights to privacy and the protection of your personal information. We are a member of The Royal Bank of Scotland Group ("RBS") and this notice sets out a summary of what we, and other companies in RBS, do with your information in order to run our business and provide our customers with products and services.

We encourage you to read our full privacy notice on our website www.rbs.co.uk/privacy for more detailed information on how we use your information and your rights in relation to that. Our privacy notice may be updated from time to time and we will communicate any changes to you and publish the updated notice on our website.

The information we use and where we get it from

We collect and process various categories of personal information, including basic information such as name and contact details, and information about financial circumstances, accounts and transactions.

Most of your information will have been provided by you (or our customer), or created through the use of our products and services. We also collect information from the technology you use when dealing with us and from third party organisations (such as other RBS companies, credit reference agencies or public sources).

In order to protect us or you, for example to prevent fraud or to make our services accessible to you, we may also process certain special categories of information, such as information about your health, or information about your personal characteristics (biometric information).

Where permitted by law, we may process information about criminal convictions or offences and alleged offences for specific and limited activities and purposes, such as to perform checks to prevent and detect crime, to comply with laws relating to money laundering, fraud, terrorist financing, bribery and corruption, and for international sanctions.

For more information about the types and sources of information we process please see our full privacy notice.

Your rights

You have certain legal rights to control what we do with your information. This includes a right to get access to your personal information; to request us to correct or update incorrect information; to object to or request that we restrict processing your information in certain circumstances; to object to direct marketing; and to receive the personal information you provided in a portable format.

For more information about your rights, including how to exercise them and the circumstances in which they apply, please see section 4 of our full privacy notice (Your Rights).

It is important to understand that in some cases, exercising your rights may mean that we are no longer able to provide you with products or services.

We hope that we can address any concerns you may have, but you can always contact the Information Commissioner's Office (ICO). For more information, visit www.ico.org.uk.

How we and other RBS companies use your information

We and other RBS companies use your information primarily to provide you with products and services, to better understand our customers' needs and improve the products and services we offer, and for the day to day running of our business. We also use it to comply with laws and regulations that apply to us and to protect our business, our customers and employees.

For more detailed information about the purposes for which we use your information, please see Schedule A of our full privacy notice (Schedule of Processing Purposes).

Sharing your information outside RBS

We keep your information confidential and will only share your information outside of RBS for the purposes mentioned in our privacy notice. This may include sharing with third parties such as service providers, credit reference and fraud prevention agencies and law enforcement agencies or regulators.

For more detailed information about the third parties with whom we may share your information, please see Section 7 of our full privacy notice (Sharing with third parties).

Transferring information overseas

Most of the information we hold on you will be used and stored in the UK. However, we may transfer your information overseas as some of our operations, regulators and third party providers are not based in the UK.

We will only transfer your information where lawfully permitted and in compliance with applicable laws.

For more information about overseas transfers and your associated rights, please see Section 8 of our full privacy notice (Transferring information overseas).

Marketing

Unless you have told us not to, we will send you marketing information relating to products and services that we think will be of interest and relevant to you. If you change your mind and no longer want to receive these communications you can tell us at any time by contacting us at 0131 556 8555 or Minicom 0345 900 5960, or email us at largemarketadmin@rbs.co.uk or speaking to your Relationship Manager or Business Manager Team.

RBS will not share your information with third parties for their own marketing purposes without your permission.

Communications about your account

We may contact you with information relevant to the operation and maintenance of your account by a variety of means, including via online banking, mobile banking, email, text message, post and/or telephone. If at any point in the future you change your contact details you should tell us promptly about those changes.

Credit reference and fraud prevention agencies

When you apply for a product or service we may request information about you from credit reference agencies and we will explain the details and what that means for you when you apply. We use a system of credit scoring to assess your application and decisions may be taken based solely on automated checks of information from credit reference and fraud prevention agencies and internal RBS records.

We will continue share information with credit reference agencies about how you manage your account, for example account balances and repayment history.

We use and share information because we have an interest to prevent fraud and money laundering, to manage our risk and protect our business and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

We might also check and share your information with fraud prevention agencies. If fraud is identified or suspected, these agencies may keep a record of that information and we may refuse to provide any services. Law enforcement agencies may access and use this information.

Information shared with credit reference and fraud prevention agencies will be seen by other organisations that rely on this information. You can obtain copies of the information held by these agencies but they might charge a fee. You can contact them at Call Credit - 0330 024 7574, Equifax Limited - 0333 321 4043 or 0800 014 2955 or Experian Limited - 0344 481 0800 or 0800 013 8888. For further information about credit reference agencies and how they use personal information, please visit: Experian (www.experian.co.uk/crain), Equifax (www.equifax.co.uk/crain) and Callcredit (www.callcredit.co.uk/crain). Please note that we may use other agencies from time to time.

For more information on how we use and share information and the agencies we use, please see Section 11 of our main privacy notice (Credit reference and fraud prevention agencies).

How long we keep your information

We don't keep your information for longer than we need to, which is usually up to six years after your relationship with the bank ends, unless we are required to keep it longer (for example due to a court order or investigation by law enforcement agencies or regulators).

Security

We are committed to ensuring that your information is secure with us and with third parties who act on our behalf. We use many tools to make sure that your information remains confidential and accurate and we may monitor or record calls, emails, text messages or other communications in order to protect you and us.



FINANCE & RESOURCES COMMITTEE Meeting of 26 September 2018	
Title: College Income Analysis 2016-17 to 2018-19	
Author: Roddy Scott	Contributor(s):
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To provide information to the Committee on SFC and non-SFC income.	
Linked to Strategic Goal: 5. Optimise the use of our available resources to deliver financial and environmental sustainability.	
Linked to Annual Priority:	
Executive Summary: At its meeting in January 2018, the Committee considered a paper providing details of the College's full year forecast in terms of income split by SFC, non-SFC and other. At the meeting it was requested that this information be provided for the years 2016-17 to 2018-19. The information requested is given in Appendix 1 to this paper.	
Recommendation: It is recommended that the Committee note the information provided.	
Previous Committee Recommendation/Approval (if applicable): See Executive Summary.	
Equality Impact Assessment: Positive Impact <input type="checkbox"/> Negative Impact <input type="checkbox"/> No Impact <input checked="" type="checkbox"/> Evidence:	

North East Scotland College
College Income
Academic years 2016/17 to 2018-19

Data extracted from finance system

	<u>AY2016-17</u>	<u>AY2017-18</u>	<u>AY2018-19</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
<u>SFC fundable activity</u>			
802101 / SAAS FT HE	3,186,200	2,925,900	3,056,000
802106 / Day Release HE	390,200	252,700	305,400
802107 / Open Learning HE	106,800	49,600	56,200
802108 / Evening Class HE	163,300	108,600	123,300
802201 / Education Contracts FT	686,200	714,900	659,100
802204 / Open Learning FE	100,900	78,000	108,400
802206 / Day Release FE	211,300	179,100	157,400
802208 / Evening Class FE	353,400	305,900	325,400
802211 / Block Release FE	234,000	225,900	232,100
802212 / Other Part-Time Day	382,500	406,800	421,600
802213 / Short Courses FE	139,800	161,400	157,300
802216 / APL	6,500	5,700	7,300
	<u>5,961,100</u>	<u>5,414,500</u>	<u>5,609,500</u>
<u>SFC non-fundable activity</u>			
801036 / Workforce Development Fund	0	660,000	1,112,000
802102 / Overseas - Full Time HE	54,100	44,100	67,500
802103 / Self Financing-Full Time HE	215,300	196,500	216,900
802202 / Overseas-Full Time FE	48,600	20,200	41,000
802203 / Self Financing-F/Time FE	8,300	-9,100	0
802301 / SDS Funding FE	858,700	948,200	1,021,700
802302 / SDS EF Attendance Weeks	55,400	19,200	0
	<u>1,240,400</u>	<u>1,879,100</u>	<u>2,459,100</u>
<u>Other income</u>			
803009 / Catering Sales - Other Income	209,500	207,100	198,500
804201 / Sponsorship	384,500	373,400	359,300
804301 / Donations	3,744,900	348,500	247,300
807101 / Hire Of Accommodation	311,700	282,500	281,200
807301 / Floristry	800	600	700
807302 / Library Charges	1,700	1,700	2,100
807303 / Photocopying & Postage Charges	309,200	271,700	260,400
807304 / Hairdressing & Beauty Income	44,100	51,400	51,500
807305 / Farm Income	18,100	21,100	22,800
807306 / Training Restaurant Income	30,700	27,400	31,500
807307 / Fast Foods Income	6,400	5,000	5,000
	<u>5,061,600</u>	<u>1,590,400</u>	<u>1,460,300</u>
	<u>12,263,100</u>	<u>8,884,000</u>	<u>9,528,900</u>



FINANCE & RESOURCES COMMITTEE Meeting of 26 September 2018	
Title: Lets	
Author: Roddy Scott	Contributor(s): Mitie TFM
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To provide information to the Committee on lets which operated during AY2017-18.	
Linked to Strategic Goal: 5. Optimise the use of our available resources to deliver financial and environmental sustainability.	
Linked to Annual Priority:	
Executive Summary: At its meeting in January 2018, the Committee requested to receive an annual report on the number and types of lets and the associated generated income. An analysis of lets in AY2017-18 is attached as Appendix 1.	
Recommendation: It is recommended that the Committee note the information provided.	
Previous Committee Recommendation/Approval (if applicable): See Executive Summary.	
Equality Impact Assessment: Positive Impact <input type="checkbox"/> Negative Impact <input type="checkbox"/> No Impact <input checked="" type="checkbox"/> Evidence:	

**North East Scotland College
Letting Income Analysis 2017-18**

<u>Activity</u>	<u>Number</u>	<u>Income</u>
Automotive training	5	1,488
Energy EDP	1	1,280
Basketball	175	6,070
Football	26	3,120
Zumba Class	27	1,184
Drama Production	3	2,609
Music Production	5	1,099
Stage Show	8	1,623
Examinations	69	5,984
Meeting	1	33
Seminar	1	160
Training	2	631
Bridal Fayre	1	1,316
	<u>324</u>	<u>26,597</u>



FINANCE & RESOURCES COMMITTEE	
Meeting of 26 September 2018	
Title: BYOD Initiative	
Author: Robin McGregor, Director of Learning (Enhancement, Support and Fraserburgh Futures)	Contributor(s): Scott Matthew, Director of IT and Linda Taylor, Director of Student Access & Information
Type of Agenda Item: For Decision <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/> Reserved Item of Business <input type="checkbox"/>	
Purpose: To provide information to the Committee on the College's BYOD initiative.	
Linked to Strategic Goal: 5. Optimise the use of our available resources to deliver financial and environmental sustainability.	
Linked to Annual Priority:	
Executive Summary: At its meeting in May 2018, the Committee requested to be provided with information on the operation and impact of the College's Bring Your Own Device (BYOD) initiative. An overview is attached as Appendix 1.	
Recommendation: It is recommended that the Committee note the information provided.	
Previous Committee Recommendation/Approval (if applicable):	
Equality Impact Assessment: Positive Impact <input type="checkbox"/> Negative Impact <input type="checkbox"/> No Impact <input checked="" type="checkbox"/> Evidence:	

BYOD at NESCol

Introduction

NESCol's BYOD initiative has grown from an initial cohort of 700 students in 2013-2014, to now involve over c.4,200 students across 30 different courses in 2018-2019. Of this number approximately 60% are enrolled on Non-Advanced FE courses and 40% on Advanced HE Courses.

Advanced students undertaking an HNC or HND Programme are able to access a SAAS student loan and this can be used to fund the cost of a suitable device (guidance on suitability is sent to all applicants) should they not already possess one. Previous research has shown that over 65% of students already have access to a laptop or other similar device.

Non-Advanced FE Students are not able to access a student loan, but many are eligible for a means-tested bursary which provides financial support for a range of expenses including transport and learning materials.

Overview of FE Support

The college provides all new FE students who are entitled to a bursary with support to access a suitable BYOD Device. Rather than issuing money directly to students, the College purchases a stock of Notebook-style Windows devices, via an APUC framework, and issues each student who is eligible with a device.

The cost of the notebook is factored into the "study expenses" element of the non-advanced bursary and this is achieved by reducing the need for textbooks and printing, and making better use of digital and electronic resources.

Device Procurement

Device procurement is managed by the College's IT department and the team works to ensure that the best possible value for money is achieved by careful review of the various APUC frameworks available. As table 1 (below) shows the individual device cost (including VAT) has fluctuated each year as a result of various market factors, yet through careful negotiation the team has always managed to achieve a unit cost within budget.

The FE Support model launched in 2015- 2016, when over 1,700 non-advanced students were offered support to access a Notebook style laptop for use in class. Issued at induction, students were asked to treat their device as their own and encouraged to use it to help them organise their coursework and undertake work away from college.

Not all FE students choose to take a College-issued laptop, as some already have one, some want to buy a better one, and returning students already issued with a device in the previous two years are not eligible for a device. The following number of BYOD devices have been funded via bursary since the scheme started:

Academic year	Cost charge to Bursary per item	Number of Bursary funded devices issued	Total Cost to Bursary
2015/16	£230	982	£225,860
2016/17	£190	1,127	£214,130
2017/18	£215	981	£210,915
2018/19	£240	ongoing	

(Table 1)

Students who successfully complete their course are permitted to retain their device, for use in subsequent courses. This reduced the number of devices that must be procured each year. Students who withdraw early from their course are required to return the laptop or pay for the cost of the laptop. These devices are then reused as required. Non-advanced devices are now only distributed to students once award of bursary has been confirmed, or they sign up to payment plan.

When a student withdraws from their course early but does not return their device, multiple attempts are made to retrieve it. Despite this, each year the College has absorbed c. £25,000 in costs for devices that are not returned.

An initial order of 1,000 devices is placed each year and distribution is overseen by the IT department in partnership with the Student IT Helpdesk. The stock of laptops is managed via the IT Team's "Manage Engine" inventory management application and bursary processing/approval is managed by the College's Student Funding and College Administration teams.

Any devices remaining are used internally by the IT team where suitable e.g. as loan stock in the libraries and/or for specific projects e.g. Shell Girls into Energy.

Efficiency Savings

During the first three years of the BYOD project the College reduced the number of Desktop PCs that were available across the estate by approximately 1,500 devices. This enabled savings in the region of £1.4m over 4 years - £750,000 in device replacement costs and £700,000 in maintenance and software licencing costs.

This device reduction was achieved by converting computer classrooms to BYOD GP space (as they were no longer required), removing devices from the IT Centre and through the introduction of a staff single device policy.

BYOD Futures

When the current non-advanced device initiative was conceived, the addition of a c. £200 laptop cost per student into the "Study Expenses" element of each BYOD course was sustainable, and did not skew total bursary spend in comparison to other institutions.

In recent years there has been a dramatic reduction in the amount of student support funds made available to colleges and this has caused most institutions to tighten their bursary spend per student. As a result, NESCol is now a slight outlier in comparison to other institutions, and the current arrangements are no longer sustainable. FE students will always require support to access a device. BYOD can never become a barrier to enrolling on a course so financial help must be available, albeit in a more targeted manner than the current system provides.

As an institution, NESCol has committed to the BYOD model as the benefits of BYOD are undisputable. Staff and students really appreciate the flexibility that having ubiquitous access to IT provides and students can have on-demand access to their essential learning resources. For 2019–2020 the College will have to devise a new approach to supporting FE learners, that ensures that only those who really need financial help receive it.