

## FINANCE AND RESOURCES COMMITTEE

### NOTICE

There will be a meeting of the Finance and Resources Committee (FRC) at 0900 hours on 13 May 2025 in the Boardroom and on Teams.

Note: The Chair of the FRC is welcome to attend the ARC and the Chair of the ARC is welcome to attend at the FRC although this is not mandatory practice.

### AGENDA

Agenda Item	Paper	Lead
<b>01</b>	<b>Apologies for Absence</b>	N VA
<b>02</b>	<b>Declaration of any potential Conflicts of Interest in relation to any Agenda items</b>	N VA
<b>03</b>	<b>Minutes of Previous Meetings</b> 10 February 2025	Y LW
<b>04</b>	<b>Matters Arising from the Previous Meeting</b>	N LW
<b>05</b>	<b>Matters for Discussion</b>	
05.1	Management Accounts to 31 March 2025	Y PF
05.2	Cashflow Report	Y PF
05.3	Quarterly Update – Procurement	Y PF
05.4	Quarterly Update – Facilities	Y EMcK
05.5	Quarterly Update - Climate Change Emergency Action Plan	Y WMacL
05.6	<b>Reserved Item: Commercially Sensitive</b> Voluntary Severance Scheme: Financial Impact	Y EMcK
<b>06</b>	<b>Matters for Information</b>	
06.1	Capital Expenditure Plan	Y PF
06.2	<b>Reserved Item: Commercially Sensitive</b> Legal fee expenditure: Employment Tribunal	Y EMcK
06.3	CLIC Innovate UK: Progress update	Y AD
<b>07</b>	<b>Matters for Approval</b> <b>Reserved: Commercially Sensitive as Draft Documentation</b>	
07.1	Draft Budget 2025-26 (including Indicative Funding Allocation analysis)	Y PF
07.2	Mid-Year Review & Supporting Commentary for SFC	Y EMcK
<b>08</b>	<b>Any Other Business</b>	
<b>09</b>	<b>Summation of Actions and Dates of Next Meetings</b>	

Key:

LW	Laura Wright	Chair – Finance and Resources Committee (FRC)
DM	Douglas Morrison	Chair – Board of Management
SC	Scott Coutts	Senior Independent Member
SG	Scott Gray	TU (Lecturing) Representative
SMcM	Stella McManus	Principal and Chief Executive
	<u>Invited Members / Invitees</u>	
AD	Anne Doherty	Head of Alternative Funding
EMcK	Elaine McKechnie	Vice Principal – Finance Resources and Sustainability
PF	Paddy Feechan	Head of Finance
VA	Vari Anderson	Governance Professional
WMacL	Wilma MacLeod	Deputy Head of Curriculum

## UNCONFIRMED FRC MINUTES

### FINANCE AND RESOURCES COMMITTEE

#### MINUTES

FRC Committee on 10 February 2025 at 1730 hours via Microsoft Teams or in the Boardroom at South Lanarkshire College

#### Present

Scott Coutts, Chair of FRC  
Stella McManus, College Principal  
Laura Wright  
Douglas Morrison, Chair of the Board  
Scott Gray, TU Representative

#### In Attendance

Elaine McKechnie  
Wilma MacLeod  
Anne Doherty

Vari Anderson, Governance Professional

#### AGENDA ITEM

01

#### Apologies for Absence

None.

02

#### Declaration of any potential Conflicts of Interest in relation to any Agenda items

None noted.

03

#### Minutes of Previous Meeting – 15 November 2025

The minutes were duly **approved**.

04

#### Matters Arising from the Previous Meeting

Item 4 – The Treasury Management Update will be an agenda item in May 2025.

Item 5.4 – Finance Committee Workplan updated, and ALF briefing sheet circulated.

Item 5.5 – Passed to the CCAT to consider

Item 6.6 – MFA contributions do not require to be monitored for the time being however a follow-on **action point** EMcK and AD to implement a process to monitor MFA activity.

Item 7.1 – Complete

Item 7.2 – Covered in agenda item 6.2

05

#### Matters for Discussion

05.1

#### Management Accounts to 31 December 2024

The Committee noted the contents of the management accounts to 31 December 2024, having been advised January accounts were not available due to date papers were due to be circulated.

05.2

#### Cashflow Report

	<p>The Committee considered the cashflow report and noted that the projections are the worst-case scenario. Given the potential changes to cashflow, the Executive Team undertakes to update the Committee on any significant changes.</p> <p>The Committee approved the decision to retain £750,000 of funds previously held in a special reserve account within the College current accounts until such times of greater financial certainty. As an <b>action point</b>, EMcK and LW to explore higher interest rate for the College current account.</p>
05.3	<p><b>Quarterly Update – Procurement</b> The Committee reviewed the paper and noted that Procurement has been continuously improving and that the potential savings will be monitored and further reported.</p> <p>The Committee noted the 12% increase in score in the Operational Procurement Review, increasing from 61% in 2020 to 73%.</p> <p>The Committee were encouraged to hear about the contract savings and thanks were given to Sue Hampshire and Chris Harper for their efforts in increasing procurement compliance.</p>
05.4	<p><b>Quarterly Update – Facilities</b> The Committee noted the terms of the report.</p> <p>The Committee were advised that general waste levels continue to be a concern and the CCAT team are supporting an action around the reduction of general waste.</p> <p>The Committee queried the downturn in electricity being generated by solar panels and the ‘generated vs usage’ of power by the College. As an <b>action point</b>, SMcM to discuss with James Jamieson.</p>
05.5	<p><b>Quarterly Update – Climate Change Emergency Action Plan</b> The Committee noted the contents of the report and the ongoing work across the College to support the delivery of ‘net zero’ targets and the growing requirement on the College to provide sustainability reporting across various agencies.</p> <p>The Committee were delighted to be advised that The Environmental Association of Universities and Colleges (EAUC) had awarded the College a Gold Award.</p>
05.6	<p><b>CLIC Innovate UK: Progress Update</b> The Committee reviewed the contents of the paper and were assured of the ongoing work of Alternative Funding to quantify outcomes and mitigate risks going forward.</p> <p>The Committee were delighted to hear about the engagement with CLIC events and the relationships being fostered with other organisations.</p>
05.7	<p><b>Voluntary Severance Scheme Update – Reserved Item, Commercially Sensitive</b> The Committee were provided with an update on the Voluntary Severance Scheme, the details of which cannot be published as they are commercially sensitive.</p>
06	<b>Matters for Information</b>

06.1	<p><b>Capital Expenditure Plan</b> The Committee noted the Capital Expenditure Plan.</p>
06.2	<p><b>Legal Fee Expenditure: Employment Tribunal (Reserved – Commercially Sensitive)</b> The Committee considered the legal fee expenditure, the details of which cannot be published as commercially sensitive.</p>
07	<p><b>Any Other Business</b></p>
08	<p><b>Summation of Actions and Date of Next Meeting – 13 May 2025 at 9 am (subject to change)</b></p> <p>Item 6.6 (follow on) - EMcK and AD to implement process to monitor activity regarding MFA  Item 5.1 &amp; 5.2 – Laura and Elaine to discuss interest rate on access account and updates to be provided to the committee inbetween meetings.  Item 5.4 – Stella to speak to James Jamieson regarding the Electricity Generated by the College against usage and power generated by solar panels.</p>

**FINANCE & RESOURCES COMMITTEE**

<b>DATE</b>	13 May 2025
<b>TITLE OF REPORT</b>	Management Accounts to 31 March 2025 & Cashflow
<b>REFERENCE</b>	05.1 and 05.2
<b>AUTHOR AND CONTACT DETAILS</b>	Elaine McKechnie – VP Finance, Resources & Sustainability <a href="mailto:Elaine.McKechnie@slc.ac.uk">Elaine.McKechnie@slc.ac.uk</a>
<b>PURPOSE:</b>	To update Members on management accounts to 31 <sup>st</sup> March 2025 in conjunction with a projection of cashflow based on actual income and expenditure.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are asked to: <ul style="list-style-type: none"> <li>• note the contents of the report, the financial position for the period and the supporting narrative; and</li> <li>• note the longer term cashflow situation as notified to Scottish Funding Council and the short term cashflow situation as presented to the SLT monthly.</li> </ul>
<b>RISK</b>	The main risks are to: <ul style="list-style-type: none"> <li>• Going concern; that the College cannot maintain financial sustainability and is unable to provide high quality education and support to its students; and that</li> <li>• There are insufficient funds for capital maintenance and maintenance requirements.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• The Highest Quality Education and Support</li> <li>• Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• The report contains a summary of income and expenditure for period ended 31 March 2025.</li> <li>• The Committee is asked to note a draft operating deficit of £1.116M (£2.036M full year) as at 31 March 2025.</li> <li>• The cash flow report suggests that the College cash balance will track between £1M - £2M each month from now until July 2026.</li> </ul>

## **1 INTRODUCTION**

- 1.1. This paper provides an overview of actual financial results for the period ending 31 December 2024 in conjunction with a projection of cashflow for academic year 2024-25 based on actual income and expenditure to 31 March 2025.

## **2 BACKGROUND**

- 2.1 Learning and teaching core funding in 2024/25 has been maintained at the same level as 2023/24.
- 2.2 The 2.89% funding cut in 2024/25 means that the College needs to be more proactive in managing its cost base and identifying greater commercial income activity to try and protect resources and bring more financial stability to its operations over the next two years.
- 2.3 The ongoing restructure and Voluntary Severance initiative is expected to bring some financial stability to the College in the absence of funding increases. However, the College remains aware of the unavoidable impact of nationally agreed pay awards which will start to encroach on the savings realised through severance within 2-3 years.

## **3 ASSUMPTIONS AND LIMITATIONS**

- 3.1 The Committee is asked to consider the limitations of the management accounts process at this current stage in the academic year; primarily:
- 3.1.1 The College was not able to prepare 30 April 2025 accounts given the requirement to issue papers one week in advance of this meeting, which has been set early in the calendar month to satisfy the requirements of the Regional Committee reporting cycles. However, April management accounts will be brought to the Board in June 2025.
- 3.1.2 The management accounts have been prepared as at 31 March 2025.

## **4 MANAGEMENT ACCOUNTS: OPERATING SURPLUS/(DEFICIT)**

- 4.1 The College has recognised a year-to-date operating deficit of £1.116M. The College expects the full year operating deficit of £2.036M which is consistent with the financial projection presented in the Mid-Year Return (MYR) to the Scottish Funding Council.
- 4.2 While the College minimises expenditure where possible and continually engages in procurement activity to ensure best value in all major contracts, the results have been negatively impacted by a £505K overspend in salaries primarily due to under provision of curriculum pay awards that were concluded in the first quarter of 2024/25 and higher than anticipated temporary lecturing costs.
- 4.3 Moreover, the cost of the VAT correction in respect of prior 4 years' worth of incorrect utility bill charges accounted for a further £178k of expense in September 2024.

## **5 MANAGEMENT ACCOUNTS: INCOME**

- 5.1 Total income of £12.827M has been received YTD, with £10.154M relating to Scottish Funding Council (SFC) grants, representing 79.2% of total income. SFC grant funding

accounted for 80.1% of the college's income in 2023/24 (82.6% in 2022/23) and the national average, based on the SFC's review of 2021/22 college data, was 78%.

5.2 Funding from the Scottish Funding Council has been received across August – March 2025 in line with monthly drawdown submissions.

5.3 Non-recurrent SFC funding of £405K primarily contains provisions for the partial conversion of capital funding to revenue related maintenance funding at 50% as confirmed by the SFC in December 2024. A pro-rate share of £425K amounting to £283K has been recorded for the eight months to March 2025. Similarly, funding towards the SPPA employer rate pension increase from 23% to 26% was received in February 2025 for year to 31 March 2025, with 8 months of the year being recognised as at 31 March 2025, totalling £137K.

5.4 Fees of £2.035M reflect all course fees, vocational courses, school provisions and commercial income for the year 2024/25; including an assessment of CITB, SNIPEF, Modern Apprenticeships and SAAS funding due to the 31 March 2025.

5.5 Other contracts of £230K contain £73K in respect of Numeracy funding to 31 March 2025 and £157K in respect of Employability Hub (formerly Rural Academy).

5.6 Other revenue grants contain income of £170K in respect of UKRI Innovate UK funding to 31 March 2025 and £7K in respect of 'Go Radio' sponsorship from the Foundation, enabling students to take part in a sector-wide competition to become 'Podstars'. The income is recognised in full as at 31 March 2025.

5.7 Other income of £39K primarily contains £37K in respect of the Nursery rental.

5.8 Investment income of £39k includes £14k in respect of bank interest generated on the Treasury Reserve account which expired in early February 2025. No further deposit of funding has been made into a treasury reserve account however plans are underway to investigate options for greater interest generation.

## **6 MANAGEMENT ACCOUNTS: EXPENDITURE**

6.1 Wages and salaries are £9,897 YTD, being over budget by £505K primarily due to under provision of curriculum salary pay awards that were settled in the first quarter of 2024/25. The overspend on teaching department salaries amounts to £388K alone.

6.2 Expected full year wages and salaries are likely to be £15.2M based on up-to-date information regarding pension strain costs under the recent voluntary severance scheme. Pension strain costs for support staff over the age of 55 who have voluntarily opted to leave the College are significantly higher than previously anticipated.

6.3 Non salary expenditure/overheads of £4.047M (versus £3.718M budget) are overspent by £329K.

- 6.3.1 Central services expenditure contains an expense of £192k of legal fees in relation to the Employment Tribunals which concluded in December 2024.
- 6.3.2 Property expenditure is over budget by £143K which largely reflects the cost of the utility bill VAT correction from the previous four years, amounting to £178k.
- 6.3.3 Net depreciation refers to the cost of depreciation that is met through self-funding initiatives as opposed to specific grant funding received and amortised at the same rate as the underlying asset depreciates. Following the removal of the £10M residual value from the College building in the end of year statutory accounts, it is recognised that there will now likely be an increased net depreciation charge across the year of circa £200K, a portion of which has been recognised in the financial results to 31 March 2025 (£133K).

## **7 CASH FLOW**

- 7.1 The College makes its cashflow return to the Funding Council each month. This incorporates its required drawdown, based on the grant in aid allocation, and it also incorporates a cashflow forecast for the year. The latest submission was made in April 2025. The next submission is due 14 May 2025 and is currently being prepared.
- 7.2 The Committee is asked to note:
  - 7.2.1 The removal of the £1M potential settlement of employment tribunal claims following the announcement of the Tribunal outcomes.
  - 7.2.2 The estimated cash outflow of circa £1.3M in respect of the settlement of voluntary severance payouts has been phased across April – July 2025.
- 7.3 The College currently has £2.7M of funds in the bank as at the end of April 2025. Allowing for SFC continued funding and the remaining voluntary severance payouts above, the cashflow projection at section 10 suggests the College will operate within a range of £1M - £2M in funds each month until Jul 2026 following the potential conclusion of these large payouts. As a rule of thumb, the College will always want to try and hold at least enough funding each month to pay its employees the following month, which will be nearer £1.4M in cash reserves (including tax and NI cash implications).
- 7.4 The College reinforces its commitment to a review of investment banking facilities including the scoping out of a project to hold money in a higher interest generating account.
- 7.5 The College will continue to closely monitor cashflow monthly and bring updates on a timely basis.

## 8 MANAGEMENT ACCOUNTS TO 31 MARCH 2025

<b>SOUTH LANARKSHIRE COLLEGE</b>		<b>Period Ended</b>			<b>Year ended</b>			
Management Accounts for the period ended 31st March 2025		Note	<b>31st Mar 2025</b>			<b>31st July 2025</b>		
			<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Forecast</u>	<u>Budget</u>	<u>Variance</u>
			£'000	£'000	£'000	£'000	£'000	£'000
<b>INCOME</b>								
<b>Scottish Funding Council grants</b>								
			8,947	8,988	42	13,724	13,724	0
			405	259	147	566	388	(178)
			530	555	(26)	805	805	0
			272	271	1	408	406	(2)
			<b>10,154</b>	<b>10,073</b>	<b>164</b>	<b>15,503</b>	<b>15,323</b>	<b>(180)</b>
<b>Tuition fees and education contracts</b>								
			480	572	(92)	720	858	138
			16	9	8	25	13	(12)
			1,168	768	400	1,576	1,152	(424)
			371	378	(7)	556	567	11
			230	176	54	346	264	(82)
			<b>2,266</b>	<b>1,903</b>	<b>363</b>	<b>3,223</b>	<b>2,854</b>	<b>(369)</b>
<b>Other Income</b>								
			170	81	89	255	122	(133)
			39	94	(55)	58	141	83
			64	64	0	96	96	0
			93	93	(0)	139	139	0
			3	3	0	5	5	(0)
			0	0	0	0	0	0
			0	0	0	0	0	0
			<b>369</b>	<b>335</b>	<b>34</b>	<b>554</b>	<b>503</b>	<b>(51)</b>
			<b>39</b>	<b>13</b>	<b>26</b>	<b>49</b>	<b>20</b>	<b>(29)</b>
			<b>12,827</b>	<b>12,311</b>	<b>561</b>	<b>19,280</b>	<b>18,700</b>	<b>(580)</b>
<b>EXPENDITURE</b>								
<b>Staff Costs</b>								
			6,349	5,961	(388)	9,624	8,959	(665)
			1,487	1,370	(117)	2,281	2,085	(196)
			1,108	1,123	16	1,912	1,911	(1)
			636	623	(14)	954	968	14
			316	315	(1)	474	500	26
			<b>9,897</b>	<b>9,392</b>	<b>(505)</b>	<b>15,245</b>	<b>14,423</b>	<b>(822)</b>
							0	
<b>Non Salary Expenditure</b>								
			1,050	907	(143)	1,575	1,360	(215)
			272	271	(1)	408	406	(2)
			1,053	1,053	(0)	1,580	1,579	(1)
			684	514	(170)	1,026	771	(255)
			80	67	(14)	121	100	(21)
			853	821	(32)	1,279	1,231	(48)
			55	87	32	83	131	48
			<b>4,047</b>	<b>3,718</b>	<b>(329)</b>	<b>6,071</b>	<b>5,577</b>	<b>(493)</b>
			<b>13,944</b>	<b>13,110</b>	<b>(833)</b>	<b>21,316</b>	<b>20,000</b>	<b>(1,315)</b>
			<b>(1,116)</b>	<b>(800)</b>	<b>317</b>	<b>(2,036)</b>	<b>(1,300)</b>	<b>736</b>

## 9 SHORT TERM CASH FLOW PROJECTION

South Lanarkshire College				
Short term cash flow forecast				
May-25				
Balance at 30 April 2025	A	2,737,962	Note anticipated balance of £3.1M (some severance payouts were settled in April 2025 which weren't expected to occur until May/June 2025)	
		Expected	Actual	
<b>Inflow</b>				
SFC grant in aid drawdown		1,097,918		Month 10 of drawdowns
SFC student support drawdown		323,539		Month 10 of drawdowns
SFC Capital Grant		68,006		Month 10 of drawdowns
SFC SPPA 26% Pension Uplift		0		Month 10 of drawdowns
		1,489,463		
Other (inc. fees)		250,000		
Expected inflow for May 2025	B	1,739,463		
<b>Outflow</b>				
Salaries - net pay		(775,000)		Payable 23th May 25 (26th May is a bank holiday)
Salaries - deductions		(500,000)		Employee & employer salary contributions for Apr 25 payable in May 25
Student support		(323,539)		
Purchase ledger		(200,000)		
Capital grant expenditure		(50,000)		
Expected outflow for May 2025	C	(1,848,539)		
Movement during the month	(B - C) = D	(109,076)		
Expected cash at 31 May 2025	(A - D) = E	2,628,886		
<b>Sums ring-fenced &amp; carried forward from financial year 2023/24 &amp; 2024/25</b>				
Salary award		0		Curriculum staff
Job evaluation - unfunded		0		Additional Job Evaluation unfunded accrual LTD as at 31 Jul 24 (removed)
Capital expenditure		335,845		Per CAPEX schedule for 24/25
ESF clawback provision		0		
Building retention		32,000		
Student funding to be repaid		0		
Apprentice support fund		6,000		
	F	373,845		
<b>Cash provisions for items carried within 2024/25 budget</b>				
Professional fees		50,000		Includes £50K provision
ET		400,000		Estimation of potential ET costs now removed however College remains aware of potential Appeals process*
Voluntary Severance		1,000,000		Estimation of residual cash outlay
	G	1,450,000		
<b>Funds to be retained from cash balance</b>				
	(F + G) = H	1,823,845		
Free funds forecast at 31 May 2025	(E - H) = J	805,041		Note: one month's salaries = £1.4m
<b>Major contract income receivable in respect of 2024/25</b>				
CIIB income		0		0
SNIPF income		0		
Major contracts income receivable		0		
*upper estimate				

# 10 MONTHLY CASHFLOW (Last submission date of 14 April 2025)

## 11 Table 1 Cashflow projection

Monthly cashflow forecast:																				
	Current	Forecast															Totals		Totals	
	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Total FY 2024-25	Total AY 2024-25	Total FY 2025-26	Total AY 2025-26
RDEL	Current	Forecast																		
Income from foundation (revenue)																	0	0	0	0
Other Income excluding EMA (revenue)	350,000	562,052	200,000	645,500	136,870	182,280	300,000	90,000	425,000	662,948	125,000	329,500	350,000	562,052	200,000	745,500	3,627,514	3,945,309	4,009,150	4,109,150
RSB funding																	0	0	0	0
<b>Total RDEL income (excluding drawdown)</b>	<b>350,000</b>	<b>562,052</b>	<b>200,000</b>	<b>645,500</b>	<b>136,870</b>	<b>182,280</b>	<b>300,000</b>	<b>90,000</b>	<b>425,000</b>	<b>662,948</b>	<b>125,000</b>	<b>329,500</b>	<b>350,000</b>	<b>562,052</b>	<b>200,000</b>	<b>745,500</b>	<b>3,627,514</b>	<b>3,945,309</b>	<b>4,009,150</b>	<b>4,109,150</b>
Wages and Salaries	1,475,000	1,475,000	1,575,000	1,654,755	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	870,245	1,150,000	1,150,000	1,150,000	1,429,755	15,047,935	16,498,806	15,100,000	13,800,000
restructuring costs																	0	0	0	0
Other Operating Expenditure excl EMA	200,000	200,000	350,000	304,572	400,000	459,936	550,000	450,000	300,000	400,000	300,000	451,455	250,000	350,000	450,000	548,545	5,147,789	4,919,221	4,365,963	4,909,936
NPD Unitary charges (paid by colleges)																	0	0	0	0
Return of funds to SFC (Clawback, SSF etc)																	0	0	0	0
Donation to Foundation																	0	0	0	0
High priority backlog- resource																	0	0	0	0
Lifecycle maintenance resource		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Student Support expenditure (excluding EMA)	485,308	484,858	382,134	0	320,466	465,087	363,981	323,539	404,423	303,318	323,538	550,250	423,539	463,981	467,052	0	4,458,851	4,716,227	4,406,902	4,409,174
<b>Total RDEL expenditure</b>	<b>2,160,308</b>	<b>2,159,858</b>	<b>2,307,134</b>	<b>1,959,327</b>	<b>1,870,466</b>	<b>2,075,023</b>	<b>2,063,981</b>	<b>1,923,539</b>	<b>1,854,423</b>	<b>1,853,318</b>	<b>1,773,538</b>	<b>1,871,950</b>	<b>1,823,539</b>	<b>1,963,981</b>	<b>2,067,052</b>	<b>1,978,300</b>	<b>24,654,575</b>	<b>26,134,254</b>	<b>23,872,865</b>	<b>23,119,110</b>
<b>Net RDEL expenditure (a)</b>	<b>-1,810,308</b>	<b>-1,597,806</b>	<b>-2,107,134</b>	<b>-1,313,827</b>	<b>-1,733,596</b>	<b>-1,892,743</b>	<b>-1,763,981</b>	<b>-1,833,539</b>	<b>-1,429,423</b>	<b>-1,190,370</b>	<b>-1,648,538</b>	<b>-1,542,450</b>	<b>-1,473,539</b>	<b>-1,401,929</b>	<b>-1,867,052</b>	<b>-1,232,800</b>	<b>-21,027,061</b>	<b>-22,188,945</b>	<b>-19,863,715</b>	<b>-19,009,960</b>
<b>CDEL</b>																				
Income from foundation (capital)																	0	0	0	0
Proceeds of sale of fixed assets																	0	0	0	0
Other income (capital)	590,993				20,000	56,297	26,507	50,000	12,006	35,007	10,504	48,786	97,759	97,759	97,759	297,716	259,080	850,073	850,100	850,100
<b>Total CDEL income</b>	<b>590,993</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>56,297</b>	<b>26,507</b>	<b>50,000</b>	<b>12,006</b>	<b>35,007</b>	<b>10,504</b>	<b>48,786</b>	<b>97,759</b>	<b>97,759</b>	<b>297,716</b>	<b>259,080</b>	<b>850,073</b>	<b>850,100</b>	<b>850,100</b>	
Backlog maintenance capital																	0	0	0	0
Lifecycle maintenance capital																	21,744	0	0	0
Digital poverty																	62,507	0	0	0
Other capital expenditure (land, buildings, fixtures, IT)	24,251	120,000	120,000	410,993	37,417	18,451	43,924	32,256	10,006	6,676	9,921	16,203	171,070	171,070	171,070	162,035	174,829	850,073	850,100	850,100
Work in Progress (Assets Under Construction)																	0	0	0	0
Surrender of proceeds																	0	0	0	0
<b>Total CDEL expenditure</b>	<b>24,251</b>	<b>120,000</b>	<b>120,000</b>	<b>410,993</b>	<b>37,417</b>	<b>18,451</b>	<b>43,924</b>	<b>32,256</b>	<b>10,006</b>	<b>6,676</b>	<b>9,921</b>	<b>16,203</b>	<b>171,070</b>	<b>171,070</b>	<b>171,070</b>	<b>162,035</b>	<b>259,080</b>	<b>850,073</b>	<b>850,100</b>	<b>850,100</b>
<b>Net CDEL expenditure (b)</b>	<b>566,742</b>	<b>-120,000</b>	<b>-120,000</b>	<b>-410,993</b>	<b>-17,417</b>	<b>37,846</b>	<b>-17,417</b>	<b>17,744</b>	<b>2,000</b>	<b>28,331</b>	<b>583</b>	<b>32,583</b>	<b>-73,311</b>	<b>-73,311</b>	<b>-73,311</b>	<b>135,681</b>	<b>-0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ODEL</b>																				
<b>Capital Loan/Lennartz Repayments (c)</b>																				
EMA																				
EMA income	0	9,550	13,500	5,580	2,340	540	1,320	2,640	8,370	11,580	4,830	20,785	0	9,550	13,500	5,580	92,725	92,725	81,035	81,035
EMA expenditure	4,890	13,500	5,160	540	0	2,610	8,370	12,390	4,020	7,800	10,380	4,890	13,500	5,160	540	88,260	88,260	69,660	69,660	
<b>Net EMA (d)</b>	<b>-4,890</b>	<b>-3,950</b>	<b>8,340</b>	<b>5,040</b>	<b>2,340</b>	<b>540</b>	<b>-1,290</b>	<b>-5,730</b>	<b>-4,020</b>	<b>7,560</b>	<b>-2,970</b>	<b>10,405</b>	<b>-4,890</b>	<b>-3,950</b>	<b>8,340</b>	<b>5,040</b>	<b>4,465</b>	<b>4,465</b>	<b>11,375</b>	<b>11,375</b>
<b>Total Net Outflows/(Inflows) (a) +(b)+(c) +(d)</b>	<b>-1,248,456</b>	<b>-1,721,756</b>	<b>-2,218,794</b>	<b>-1,719,780</b>	<b>-1,748,673</b>	<b>-1,854,358</b>	<b>-1,782,688</b>	<b>-1,821,525</b>	<b>-1,431,443</b>	<b>-1,154,479</b>	<b>-1,650,925</b>	<b>-1,499,462</b>	<b>-1,551,740</b>	<b>-1,479,190</b>	<b>-1,932,023</b>	<b>-1,092,079</b>	<b>-21,022,596</b>	<b>-22,184,479</b>	<b>-19,852,340</b>	<b>-18,998,585</b>
<b>Opening Bank Balance</b>	<b>2,281,147</b>	<b>3,133,396</b>	<b>2,901,103</b>	<b>2,357,955</b>	<b>1,941,455</b>	<b>2,054,610</b>	<b>2,062,080</b>	<b>1,955,038</b>	<b>1,809,159</b>	<b>1,867,179</b>	<b>2,574,528</b>	<b>1,854,517</b>	<b>913,602</b>	<b>1,596,057</b>	<b>1,606,330</b>	<b>1,349,953</b>				
Net Cash Available	1,032,691	1,411,640	682,309	638,175	192,782	200,252	279,392	133,513	377,716	712,700	923,602	355,055	-638,137	116,867	-325,693	257,874				
SFC Cash Drawdown Total	2,100,705	1,489,463	1,675,646	1,303,280	1,861,828	1,861,828	1,675,646	1,489,463	1,861,828	930,915	558,547	2,234,194	1,489,463	1,675,646	1,303,280		18,972,543	19,437,312	18,484,795	18,618,284
<b>Closing Bank Balance</b>	<b>3,133,396</b>	<b>2,901,103</b>	<b>2,357,955</b>	<b>1,941,455</b>	<b>2,054,610</b>	<b>2,062,080</b>	<b>1,955,038</b>	<b>1,809,159</b>	<b>1,867,179</b>	<b>2,574,528</b>	<b>1,854,517</b>	<b>913,602</b>	<b>1,596,057</b>	<b>1,606,330</b>	<b>1,349,953</b>	<b>1,561,154</b>				

## **12 EQUALITIES**

12.1 There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report.

## **13 RISK AND ASSURANCE**

13.1 The main risks are:

13.1.1 Going concern; that the College cannot maintain financial sustainability and is unable to provide high quality education and support to its students; and that

13.1.2 That there are insufficient funds for capital maintenance and maintenance requirements.

13.2 Assurances continue to be given by the College that work will continue to progress monthly reporting development across 2024-25. Furthermore, the College is committed to monitoring its cashflow in both the short and long term and with more robust monthly reporting, the College will continually aim to be proactive in managing its finances against the context of a challenging year due to sectoral funding cuts and general inflationary pressures.

## **14 RECOMMENDATIONS**

14.1 Members are recommended to:

14.1.1 note the contents of the report, the financial position for the period and the supporting narrative; and

14.1.2 note the longer term cashflow situation as notified to Scottish Funding Council and the short term cashflow situation as presented to the SLT monthly.

**FINANCE AND RESOURCES COMMITTEE**

<b>DATE</b>	13 <sup>th</sup> May 2025
<b>TITLE OF REPORT</b>	Procurement Update
<b>REFERENCE</b>	05.3
<b>AUTHOR AND CONTACT DETAILS</b>	Sue Hampshire, Procurement Manager Sue.Hampshire@slc.ac.uk
<b>PURPOSE:</b>	To update the Committee on the Procurement function
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	The Board is asked to: <ul style="list-style-type: none"> <li>• Review and acknowledge that Procurement has been continuously improving over this period.</li> <li>• Acknowledge that all potential savings will continue to be monitored and reported to the Board.</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>• That there is a failure of Corporate Governance arrangements and / or Financial Controls where the College does not follow Scottish Government procurement guidance.</li> <li>• The College does not receive value for money.</li> <li>• The College does not have sufficient resource to undertake full procurement initiatives.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• The Highest Quality Education and Support</li> <li>• Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• 4 tenders awarded of which 2 were via Framework Agreement 1 via open tender and 1 extension of an existing agreement.</li> <li>• Access Control has been awarded with a potential saving of £98k over a period of 3 years.</li> <li>• Annual Report 23/24 is attached as an Appendix 1 reporting that 92% of the total procurement expenditure is through a compliant procurement process. This is made up of approximately 40.51% of the College's contracted spend which is through local contracts and quotations managed by departments and approximately 51.49% is through Collaborative Framework Agreements.</li> </ul>

## **1 OVERVIEW**

- 1.1 The College is continuing to make progress on procurement process and procedures and is currently working towards refreshing all procurement procedures, processes and templates; training on which will subsequently be delivered to all staff in due course.
- 1.2 The College has a contract with APUC for a 1.0 FTE procurement professional to provide procurement services for the College.

## **2 PROCUREMENT REPORTS**

- 2.1 The Annual Report 23/24 is attached as Appendix 1, reporting that 92% of the total procurement expenditure is through a compliant procurement process. This is made up of approximately 40.51% of the College's contracted spend which is through local contracts and quotations managed by departments and approximately 51.49% is through Collaborative Framework Agreements.
- 2.2 South Lanarkshire College has completed the following procurements during the reporting period:
  - 2.2.1 Regulated procurements [goods and services worth more than £50,000 (excluding VAT); works worth more than £2 million (excluding VAT); amounted to £965,224 (excluding VAT). There were 10 such procurements completed
  - 2.2.2 Below regulated procurements [goods and services worth lower than £50,000 (excluding VAT), works worth lower than £2 million (excluding VAT)] amounted to £301,692 (excluding VAT). There were 11 such procurements completed.
- 2.3 South Lanarkshire has 292 active suppliers with whom the College did business in the reporting period and the total procurement expenditure excluding VAT was £2,615,827. This comprises of £1,773,867(67%) of regulated expenditure and £841,960(33%) of below regulated expenditure.
- 2.4 The next Operational Procurement Review will take place in 2027.

## **3. SUSTAINABILITY AND CARBON REDUCTION**

- 3.1 Sustainability continues to be a key focus in Procurement and opportunities to build sustainability into each contract will continue to be considered. Procurement will also ensure that the College builds carbon reduction into the tendering exercise as it is important to adjust the working practices to enable us to reduce the carbon footprint. The College has targets for reducing indirect emissions of greenhouse gases and to report on how the College will align spending and use of resources with emissions reduction efforts.

- 3.2 The College Procurement function is also looking at what is termed “circular procurement” which sets out an approach to green public procurement. This includes paying special attention to “the purchase of works, goods or services that seek to contribute to the closed energy and materials loops with the supply chains, whilst minimising, and in the best case avoiding, negative environmental impacts and waste creation across the whole life cycle”. This will be embedded into the procurement policy and processes. For example: potentially leasing, rather than owning, vehicles.
- 3.3 The Supply Chain Manager attends the Climate Change Action Team (CCAT) to obtain information on anything that could be included in future procurement activities and to advise on opportunities for Community Benefit. This a great selection of peers all across the organisation exchanging ideas and challenging the narrative. The group is actively participating in the delivery of the climate change strategy and FNT2030 within the college.
- 3.4 Community Benefits – The HVAC contract offers the following opportunities to the college. Apprenticeships, Graduate trainee. Paid work experience, Career events, Participation in Young People Mentoring Schemes, Asset Life Cycle Analysis and Building efficiency Surveys.
- 3.5 The Supply Chain Manager has collated data for **From Now To 2030** (FNT2030), a Scottish Government initiative to reduce the carbon footprint to zero by the year 2030, under the distinct categorises below. This relates to the sustainability strategic aims targeted at 2030, linked to the UC Sector Climate Strategy (May 2022) signed by all College Principals.
- 3.6 FNT2030 has been broken into distinct categories that are required to be reported on to the Scottish Government as follows:
- 3.6.1 Energy
  - 3.6.2 Food
  - 3.6.3 Furniture
  - 3.6.4 IS
  - 3.6.5 Labs and
  - 3.6.6 Travel
- 3.7 However, there are other sustainability targets throughout all the Universities and Colleges aimed at 2038 which are currently being reported back to the Scottish Government so the collated information will be combined to prevent a duplication of effort.

#### **4 SINGLE TENDER ACTIONS – SINCE LAST REPORT**

- 4.1 There has been no Single Source Justifications in the last period.
- 4.2 Note that the College is obliged to report on all single tender action awards.

#### **5 CONTRACT STATUS**

- 5.1 The following contracts are due for renewal:

5.1.1 Table 3: Contracts due for renewal

Contract	Expiry	Anticipated Procurement Process
Photographic Equipment & Consumables	30/05/2025	Framework Agreement
Kitchen Deep Clean	08/05/2025	Quotation
Door Planned Maintenance Services	21/05/2025	Framework Agreement
Mobile Voice & Data Services	23/05/2025	Framework Agreement

5.2. The following contracts are next to be placed:

5.2.1 Table 4: Contracts to be placed

Contract	Type	Anticipated Procurement Process
Digital Marketing	New	Framework Agreement/ Open Procedure
Employee Assistance Program and Occupational Health Services	New	Framework Agreement/ Open Procedures
Janitorial & Domestic Supplies	New	Framework Agreement/ Open Procedures
Security Guards	New	Framework Agreement

5.3 The following existing contracts due for extension:

5.3.1 Table 5: Contracts currently due to be extended

Contract	Extension period	Date to be extended
Insurance Services	12 months available	31/07/25
Internal Audit	12 months available	07/08/25

5.4 The following contracts are in the tender process and will be awarded in due course:

5.4.1 Table 6: Contracts currently in the tender process

	Service	Area	Process	Stage	Via
1	Employee Assistance Program and Occupational	HR	Framework Agreement	Out to Tender	SH

	Health Services				
2	Kitchen Deep Clean	Facilities	Quotation	Out to Tender	SH
3	Barber's Room Refurbishment	Care	Framework Agreement	Out to Tender	SH
4	Symmetry Upgrade to Cloud Services	MIS/Finance	Framework Agreement	Award	SH
5	Mobile Voice & Data Services	MIS	Framework	Project Commencement	SH
6	Fixed Asset Support - Consultancy	Finance	Quotation	Out to Tender	SH
7	Digital Marketing	Marketing/ Student Services	Framework/ Mini Competition	Strategy	SH
8	Photographic Equipment and Consumables	Business	Framework	Mini Competition	SH
9	Janitorial Supplies	Facilities	Framework	Strategy	SH
10	Workshop Joinery Works	Built Environment	Quick Quote	Preparing Quotation	SH
11	Security Guards	Facilities	Framework	Strategy	SH

5.5 The following contracts have been awarded since last report:

5.5.1 *Table 7: Contracts that have now been placed via tenders and / or extended*

<b>Service</b>	<b>Contracted</b>	<b>Awarded to:</b>	<b>Value</b>	<b>Process</b>	<b>Via</b>
Access Control Purchase and Maintenance and CCTV, Fire and Intruder alarm service	24/04/2025	VWS Limited	£191,589	Open Tender	CH/SH

Fresh Dairy	07/04/2025	Grahams the Family Dairy	£45,000	Direct Award via Framework Agreement (CAT1066 AP Fresh Dairy Products)	SH
Fresh Fish & Seafood	31/03/2025	Campbells Prime Meat Ltd	£45,000	Direct Award via Framework Agreement (CAT1067 AP Fresh Fish and Seafood)	SH
Grounds Maintenance	30/01/2025	Ipsum Drainage –	£21,206	12-month extension	SH

## 6 CONTRACT SAVINGS

- 6.1 Access Control - Overall potential saving of £98,793 over 3 years and will increase if the optional 2 x 12-month extensions are utilised.

## 7 EQUALITIES

- 7.1 The College aims to conduct its procurements in an open and inclusive manner with the procurement strategy objectives at the forefront. There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report.

## 8 RISK AND ASSURANCE

- 8.1 That there is a failure of Corporate Governance arrangements and / or Financial Controls where the College does not follow Scottish Government procurement guidance:
- 8.1.1 The College does not receive value for money; and
  - 8.1.2 The College does not have sufficient resource to undertake full procurement due diligence and process.
  - 8.1.3 The College assures the Committee that in seeking to optimise the use of national, sectoral, local, or regional collaborative contracts and frameworks, 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. The College feels sufficiently supported in all procurement exercises.

## 9 RECOMMENDATIONS

- 9.1 The Committee is asked to:

- 9.1.1 Review and acknowledge that Procurement has been continuously improving over this period.
- 9.1.2 Acknowledge that all potential savings will continue to be monitored and reported to the Board.



# South Lanarkshire College

## Annual Procurement Report

**2023-2024**

Reporting Period 1<sup>st</sup> August 2023 – 31<sup>st</sup> July 2024

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# South Lanarkshire College - Annual Procurement Report (APR)

## Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated<sup>1</sup> 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 Annual Procurement Report (APR), reflecting on the relevant reporting period of the Procurement Strategy. South Lanarkshire College's annual regulated spend falls below £5 million and is not legally required to publish a Procurement Strategy or Annual Procurement Report however in the interest of transparency, the College has chosen to do so.

This report covers the period of 1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2024 and addresses performance and achievements in delivering South Lanarkshire's organisational Procurement Strategy 1 August 2021 – 31 July 2024<sup>2</sup>. The Procurement Strategy was developed in consultation and discussion with the Vice Principal of Finance, Resources and Sustainability, and internal & external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the College, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the College's broader aims and objectives, in line with [Scotland's National Outcomes](#). This process of review and 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 on which the College may need to adjust.

South Lanarkshire College has completed the following procurements during the reporting period:

- Regulated procurements [goods and services worth more than £50,000(excluding VAT); works worth more than £2 million (excluding VAT<sup>3</sup>) amounted to **£965,224** (excluding VAT). There were 10 such procurements completed<sup>4</sup>.
- Below regulated procurements [goods and services worth lower than £50,000 (excluding VAT), works worth lower than £2 million (excluding VAT)] amounted to **£301,692** (excluding VAT). There were 11 such procurements completed.

More detailed information on the regulated and below regulated procurements, sorted into procurement categories, is provided in Sections 2 and 3 and in Annex B of this report.

South Lanarkshire has **292** active suppliers with whom the College did business in the reporting period and the total procurement expenditure excluding VAT **was £2,615,827**. This comprises of £1,773,867(67%) of regulated expenditure and £841,960(33%) of below regulated expenditure.

The College seeks to optimise 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.

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<sup>1</sup>'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract)

<sup>2</sup> [SLC Procurement Strategy Update 2023 Finalr.pdf](#)

<sup>3</sup> Current public contracts thresholds

<sup>4</sup> Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

**92%** of the total procurement expenditure is through a compliant procurement process. This is made up of approximately **40.51%** of the College's contracted spend which is through local contracts and quotations managed by departments and approximately **51.49%** is through Collaborative Framework Agreements.

This report comprises seven sections, the first six cover mandatory reporting with the seventh discretionary.

- Section 1: Compliance to the Strategic Objectives
- Section 2: Summary of Regulated Procurements Completed
- Section 3: Review of Regulated Procurement Compliance
- Section 4: Community Benefit Summary
- Section 5: Supported Business
- Section 6: Future Regulated Procurements
- Section 7: Other Content for Consideration

MANDATORY

**Report Approved**

**By:**

**Signed:**

**Position:**

## Section 1: Compliance to the Strategic Objectives

South Lanarkshire College aims to conduct its procurements in an open and inclusive manner with the procurement strategy objectives. Aligning to the Procurement Strategy 1 August 2021 – 31 July 2024, each objective was mapped to the four ‘power of procurement’ outcomes below, enabled by procurement capability, supplier development, engagement and collaboration.

The College supports the vision of the Public Procurement Strategy for Scotland 2023 to 2028 and delivery of its objectives, namely to conduct its procurement activity in a way which is:

- Good for Businesses and their Employees;
- Good for Places and Communities;
- Good for Society;
- Open and Connected.

This vision was derived by the Public Procurement Group (PPG) in Scotland in consultation with the Public Sector. The PPG provides strategic direction, support and monitors progress on the procurement reform agenda.

The procurement strategy objectives have been aligned with the College’s and the Scottish Funding Council’s key strategic outcomes as detailed in our Regional Outcome Agreement 2021-2022 and South Lanarkshire College’s Strategic Framework 2020 – 2025. Annex E shows the Strategic Priorities, Strategic Objectives, and the College’s commentary on compliance to the objectives.

## Section 2: Summary of Regulated Procurements Completed

The detailed summary of regulated procurements completed is set out in Annex B. That information, coupled with the publication of the College Contracts Register <https://www.apuc-scot.ac.uk/#!/institution?inst=35> and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College’s procurement activity over the reporting period.

Annex B shows the regulated procurements completed by the College. These are separated into contract categories and distinguish collaborative contracts from college only ones. For each completed procurement the information provided shows:

- ☐ the expected date of notice
- ☐ the date of award
- ☐ the start dates
- ☐ the end dates
- ☐ the category subject matter
- ☐ the name of the supplier
- ☐ estimated value of the contract – total over contract period

In the interest of transparency, we have included below regulated procurements. These are procurements which are low value, below £50k, where Procurement has still influenced the process.

### **Section 3: Review of Regulated Procurement Compliance**

Where appropriate, South Lanarkshire 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 the principles of the World Trade Organisation (WTO) Agreement on Government Procurement (GPA) Principles of non-discrimination, transparency, and procedural fairness.

Successful delivery against the Procurement Strategy Objectives is part of a customer valued, Operational Procurement Review (OPR), that seeks incremental improvements to procurement processes and outcomes over time. The most recent assessment was carried out in August 2024 and the College received a score of 73% exceeding the target of 67% for 2024. This shows that the college has significantly improved its level of procurement performance in the time since the last Operational Procurement Review (OPR) across a number of areas including procurement representation, strategy, spend analysis and sustainability.

### **Section 4: Community Benefit Summary**

The Procurement Reform (Scotland) Act 2014 (PRA) requires that for every procurement over £4m, South Lanarkshire College must 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, where 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.

The general College policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, ‘could a community benefit clause be usefully included?’

Where applicable to the subject matter of the procurement, the requirement is then built into the procurement specification and/or technical questions and into the eventual conditions of contract performance.

As a small institution, South Lanarkshire College has not tendered for any procurements over £4m in the reporting period (in line with legislation) however has included Community Benefits Clauses in other tenders which fall below the £4m threshold.

These are provided in Annex C – List of Regulated Procurements with Community Benefits Fulfilled.

## Section 5: Supported Business

Regulated procurements (between £50k and GPA threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Route 3 mandates the use of the Single Procurement Document (SPD (Scotland)) and it is used as good practice for Route 2. The SPD 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 College reviews each regulated procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with Scottish Procurement Legislation and ensuring value for money for the institution.

The College did not reserve any contracts for supported businesses in this period however did procure goods through Hey Girls, a social enterprise, at a value of £1569.

## Section 6 – Future Regulated Procurements

South Lanarkshire 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 Annex D should be viewed with this caveat in mind.

The information provided in Annex D covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

In the interest of transparency, we have included below regulated procurements. These are procurements which are low value, below £50k, where Procurement has still influenced the process.

## Section 7 –Other Content for Consideration

### **Responding to Climate Emergency**

A system for climate change governance exists within the College, and the strategic priorities, approved by the South Lanarkshire Board of Management, set out “Sustainable Behaviours” as a key ambition. A cohesive approach to sustainability is delivered through The Sustainability Group which consists of representatives from college management, the Student Association, all College departments, and curriculum areas. This group meets four times per year to monitor, implement and promote sustainable behaviours throughout the college. The Leads of the Sustainability Group report on the progress of outcomes to the College Senior Leadership Team,

and this progress is reported to Board of Management level through the Finance and Resources Committee.<sup>5</sup> The Supply Chain Manager attends this group.

### **LED Lights**

The replacement of all remaining fluorescent and mini florescent lamps with LED units is now complete on budget and on time, with the appropriate reporting made to the Scottish Government. The costs of this were covered by Scottish Government funding.<sup>6</sup>

There is an annual saving of **172,900Kwh** from the new LED Lighting System.

### **Solar Panel**

The Solar Photovoltaics (PV) (new installation) has generated 187,769 Kwh and the total combined generation is **656,912Kwh** – in context this amount of electricity will charge a Renault Zoe to travel.

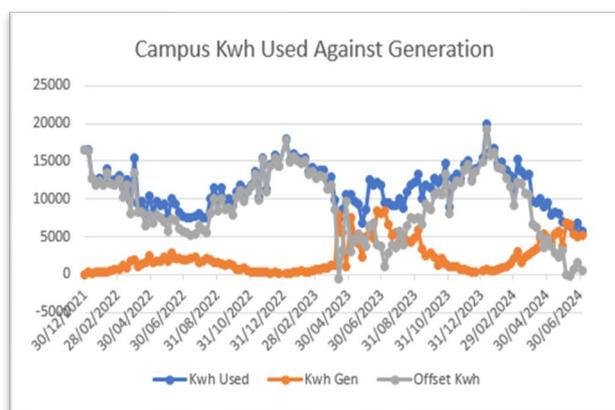
A 22Kwh charge will allow the Renault Zoe to travel 125km. which equates to 8,534 charges allowing the vehicle to travel approximately 1,066,869Km.

The circumference of the world equates to 40,075Km so potentially the Renault Zoe would travel 26.6 times around the world or as a further comparison this also equates to 11,824,416 cups of tea.

Reporting Period	Construction Wing	Annex	Low Carbon House	Total Kwh
Jul - Sept 2023	65,793	2537	476	68,806
Oct - Dec 2023	13132	671	140	13943
Jan - Mar 2024	17133	971	176	18280
Apr - Jun 2024	63,661	3,996	504	68,161

### **Electricity generated by South Lanarkshire College against usage**

The annual generation of electricity from the college solar panels will offset the energy required to light the building all year.



<sup>5</sup> Extract from Climate Change report prepared by Curriculum Manager for Building Service Engineering (SLC)

<sup>6</sup> Extract from F&RC Facilities update prepared by Head of Facilities and Curriculum Manager for Building Service Engineering (SLC)

## Multi-functional devices

The current devices being used on the college campus have the following energy rating.

Proposed Device	Sleep Mode	Ready Mode	Operating Mode
Ricoh IM C4500	0.62W	59.0W	644.6W
Ricoh IM4000A	0.57W	64.7W	568W
Ricoh IM430f	0.79W	91.5W	562W
Ricoh Pro8310s	1.6W	379W	2,145W
Ricoh ProC5300s	N/A	N/A	3,840W or less

These devices were the most energy efficient MFDs in the market at that time they were procured. These devices are preprogrammed to switch to low power sleep mode when not in use and to power down completely.

## FNT2030

The Supply Chain Manager has collated data for From Now To 2030 (FNT2030) under the distinct categories below, which is the sustainability strategic aims targeted at 2030, linked to the Scottish Universities and College Sectors Supply Chain Climate & Ecological Emergency Strategy 2022 to 2030 (May 2022) signed by all College Principals.

FNT2030 has been broken into distinct categories that are required to be reported on to the Scottish Government as follows:

- Energy
- Food
- Furniture
- IS
- Labs and
- Travel

However, there are other sustainability targets throughout all the Universities and Colleges aimed at 2045 which are currently being reported back to the Scottish Government so the collated information will be combined to prevent a duplication of effort.

## Added Value

The following contract awarded secured the following added value benefits:

### **HVAC Maintenance – Dalkia Operations Ltd**

Detailed lifecycle analysis and carbon impact assessment of key HVAC plant aligned to principles of Circular Economy. Efficiency proposals encompassing the whole campus, covering all plant and the building fabric providing analysis and option appraisals to inform future capital expenditure in line with carbon reduction targets.

### Asset Lifecycle Analysis informed by the principles of the Circular Economy

Further to the asset verification exercise carried out in the first 6-months of the contract and ongoing support, Dalkia can add value by also offering detailed lifecycle analysis and carbon impact assessment of key HVAC plant.

As part of Planned Preventative Maintenance (PPM) management, Dalkia will analyse the whole lifecycle of each asset to identify potential efficiencies and carbon savings in line with the principals of a circular economy, including

- greener production methods,
- end-of-life disposal with minimal landfill,
- opportunities to reuse/recycle/remanufacture,
- power source (fossil fuels vs. low carbon generation) and
- O&M to extend asset life.

Option appraisals will be carried out covering low-carbon, renewable and self-generation options that could help inform SLC's future replacement strategies and investment.

#### Building Efficiency Surveys for each of the Facilities in the Estate

Dalkia can also offer the College their expertise to look at efficiency proposals encompassing the whole campus, covering all plant and the building fabric. Carried out by our Building Surveyors and Energy Manager, reports can be produced for the campus building providing analysis and option appraisals to inform future capital expenditure in line with carbon reduction targets.

## Annex A - Annual Procurement Summary

NOTE: reference to contract is also to be construed as meaning a Framework Agreement

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	South Lanarkshire College
b) Period of the annual procurement report	1 <sup>st</sup> August 2023- 31 <sup>st</sup> July 2024
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	No
<b>2. Summary of Regulated Procurements Completed</b>	
a) Total number of regulated contracts awarded within the report period	10
b) Total value of regulated contracts awarded within the report period	£965,224
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	10
i) how many of these unique suppliers are SMEs	10
ii) how many of these unique suppliers are Third sector bodies	0
<b>3. Review of Regulated Procurements Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	10
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b>4. Community Benefit Requirements Summary</b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	2

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	0
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	0

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	10
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	0
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	1

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	3472
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	57.89 %
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	8
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

**7. Supported Businesses Summary**

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£0.00

i) spend within the reporting year on regulated contracts	£0.00
ii) spend within the reporting year on non-regulated contracts	£0.00
<b>8. Spend and Savings Summary</b>	
a) Total procurement spend for the period covered by the annual procurement report.	£2,615,827
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£1,644,560
c) Total procurement spend with third sector bodies during the period covered by the report.	0
d) Percentage of total procurement spend through collaborative contracts.	51.49
e) Total delivered cash savings for the period covered by the annual procurement report	£123,606
f) Total non-cash savings value for the period covered by the annual procurement report	£184,736
<b>9. Future regulated procurements</b>	
a) Total number of regulated procurements expected to commence in the next two financial years	12
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£1,942,789

Annex B List of Regulated Procurements Completed in the Reporting Period 1/8/23– 31/7/24

**Compliant**

**Regulated**

Agreement Title	Supplier Name	Date of Award	Owner	Contract Start Date	End Date	Extension Period (Months)	Indicative Value over Contract Period	SME Status	Supported Business
HVAC Maintenance	Dalkia Operations Ltd	17/05/2024	C	17/05/2024	16/05/2026	24	£241,655	Large	No
Water and Waste Water Billing Services	Business Stream Ltd (a Scottish Water Company)	01/04/2024	B	01/04/2024	31/03/2027	24	£139,971	Large	No
Adobe Creative Cloud & Acrobat Pro & Photoshop	Academia Ltd	30/07/2024	B	07/08/2024	06/08/2025	0	£75,000	Medium	No
Catering Equipment Repair and Servicing	NWCE Food Service Equipment Ltd	06/11/2023	B	06/11/2023	05/11/2025	24	£70,896	SME	No
NCL/SLC Minor Works/ Trades Framework – LOT 1 – Electrical	BMES Scotland Ltd	13/03/2024	C	17/04/2024	16/04/2026	24	£140,000	Small	No
	EJ Parker Technical Services (Scotland South) LTD	13/03/2024	C	17/04/2024	16/04/2026	24		Medium	No
	H & J Martin Limited	13/03/2024	C	17/04/2024	16/04/2026	24		Large	No
	NM Electrical Contracts	13/03/2024	C	17/04/2024	16/04/2026	24		Small	No
	R.C. Sandilands Electrical Services	13/03/2024	C	17/04/2024	16/04/2026	24		Micro	No

NCL/SLC Minor Works/ Trades Framework – LOT2 – Flooring	Bell Buildings Projects	13/03/2024	C	17/04/2024	16/04/2026	24	£40,000	Small	No
	C and A Interiors Ltd	13/03/2024	C	17/04/2024	16/04/2026	24		Small	No
	Crown Flooring Ltd	13/03/2024	C	17/04/2024	16/04/2026	24		Medium	No
	EJ Parker Technical Services (Scotland South) LTD	13/03/2024	C	17/04/2024	16/04/2026	24		Medium	No
	H & J Martin Limited	13/03/2024	C	17/04/2024	16/04/2026	24		Large	No
NCL/SLC Minor Works/ Trades Framework – LOT 3– Multi - Trades	Bell Decorating Group Limited	13/03/2024	C	17/04/2024	16/04/2026	24	£80,000	Large	No
	BMES Scotland Ltd	13/03/2024	C	17/04/2024	16/04/2026	24		Small	No
	EJ Parker Technical Services (Scotland South) LTD	13/03/2024	C	17/04/2024	16/04/2026	24		Medium	No
	H & J Martin Limited	13/03/2024	C	17/04/2024	16/04/2026	24		Large	No
	Scot Building Services Ltd	13/03/2024	C	17/04/2024	16/04/2026	24		Small	No
Catering Services	Aramark Limited	03/06/2024	C	01/08/2024	31/07/2028	24	£60,000	Large	No
Dulux Decorator Centre 360 Educational Program	Dulux Ltd	05/07/2024	C	01/08/2024	31/07/2025	24	£59,142	Large	No
Firewalls & Support	Boxxe Limited	03/07/2024	B	01/08/2024	31/07/2027	0	£58,560	Medium	No
						<b>Total (ex-vat)</b>	<b>£965,224</b>		

**Below regulated.**

The following below regulated contracts were placed where Procurement influenced the expenditure:

Agreement Title	Supplier Name	Date of Award	Owner	Contract Start Date	End Date	Extension Period (Months)	Indicative Value over Contract Period	SME Status	Supported Business
Window Cleaning Services	Greig Avinou	22/07/2024	C	22/07/2024	21/07/2026	24	£46,552	Small	No
Fresh meat	Campbell Prime Meat Ltd	23/10/2023	B	23/10/2023	22/10/2026	12	£45,000	Medium	No
Inisoft - Tequios	Academia	03/06/2024	B	05/06/2024	04/06/2027	0	£38,640	Medium	No
Estates Cleaning Services inc Washroom	Rentokil Initial Services UK Ltd	24/06/2024	C	01/07/2024	30/06/2027	12	£35,720	Large	No
HE Support & Essential Managed Services (SITS)	Tribal Education Limited	11/12/2023	B	01/01/2024	31/12/2024	0	£28,725	Large	No
WithSecure-Antivirus	Academia	06/12/2023	B	07/12/2023	06/12/2026	0	£24,000	Medium	No
VMware	Academia	11/01/2024	B	19/01/2024	18/01/2027	0	£24,000	Medium	No
NDEE Consultant	Mott MacDonald Ltd	11/10/2023	B	11/10/2023	10/07/2024	0	£20,000	Large	No
Washing Machines inc Maintenance	MAG Laundry Rentals Ltd	12/02/2024	C	12/02/2024	11/02/2030	0	£15,465	Small	No
Construction Machine Maintenance Services	The Saw Centre	14/11/2023	C	15/11/2023	14/11/2026	0	£13,590	Medium	No

Graduation Gown Hire	Marston Events Limited	11/12/2023	B	11/12/2023	10/12/2026	0	£10,000	Medium	No
						<b>Total (ex-Vat)</b>	<b>£301,692</b>		

## Non-Compliant Spend

The following contract for 23/24 was non-compliant:

Category Subject	Supplier Name	Owner	Value over Contract Period (4 Years - excl VAT)	Compliance Issue	Proposed Solution
One off Consultancy	<b>SHEPHERD AND WEDDERBURN LLP</b>	C	£295,655	Historical Spend	One off Purchase

## Historical Spend >£50k

All other procurements carried out this financial year were carried out compliantly however analysis of 23/24 spend is indicating several areas where the historical value is over a period of 4 years above regulated threshold (>£50k). These areas have been prioritised alongside other contracts requiring renewals and incorporated into a long-term forward plan.

Category Subject	Supplier Name	Owner	Value over Contract Period (4 Years - excl VAT)	Compliance Issue	Proposed Solution
Finance- Financial System	<b>SYMMETRY LIMITED</b>	B	£107,295	Historical Spend	On Forward Plan -to move to Framework
Construction - Gas Manuals & Accreditation	<b>BPEC SERVICES LTD</b>	B	£93,685	Historical Spend	On forward Plan - investigate Framework
Library & Publications	<b>KELVIN BOOKS</b>	C	£65,258	Historical Spend	On Forward Plan – Investigate Framework

## Annex C List of Regulated Procurements with Community Benefit Requirements Fulfilled

The following Community Benefits are being provided via the following Contracts:

Contract Title	Supplier	Community Benefit
Catering Services	Inspire in conjunction with SLC and the Students Association.	As part of the community benefit requirement Inspire provided the following: <ul style="list-style-type: none"> <li>• Free Breakfast for the Students (porridge)</li> <li>• Subsidised Soup and Rolls</li> <li>• Surplus food given away to students at the end of every week.</li> </ul>
Hair and Barber Kits Beauty Products and Kits	College Kits Direct	<p><b>Training budget rebate</b></p> <p>CKD will provide the college with a rebate of 5% of the total spend, which can be used to purchase training courses.</p> <p><b>Student Spend Rebate</b></p> <p>In addition to the above college spend rebate, CKD have given the college an additional 3% rebate</p> <p><b>Free of charge products for prizes</b></p> <p>Up £250 per department</p> <p><b>Access to supplier Masterclasses</b></p>
Waste Management	Biffa Ltd	Training of staff and students on Waste Management

The following 2 contracts awarded in 2023 – 2024, have the following Community Benefits secured, which shall be realised and reported throughout the contract duration:

HVAC Maintenance	Dalkia Operations Ltd	<p><b>New Start - Apprentice</b></p> <p>An apprentice HVAC Engineer for every year of this contract spending a percentage of their time on the SLC Contract with opportunity for SLC to nominate candidates.</p> <p>Apprenticeships offered in other areas with opportunity for potential candidates to be nominated from the College.</p>
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		<p><b>Graduate Scheme</b> Opportunity for College to identify graduate candidates and modern apprenticeships in Quantity Surveying aligned to College courses.</p> <p><b>Paid Work Experience Placement (16 + years of age)</b> 3 x 2-week work placement for young persons from South Lanarkshire over the course of the contract. Opportunity for College to nominate candidates.</p> <p><b>Careers Events "Members of our Engineering Services"</b> Career Events at the College to discuss opportunities and benefits available to young people within the Built Environment sector.</p> <p><b>Participation in Young People Mentoring Schemes</b> Opportunity and time to participate in MCR Pathways mentoring schemes.</p>
Catering Services		<p>Aramark Catering Services is a partnership agreement with SLC, which has a guaranteed annual return of £30K each year the agreement.</p> <ul style="list-style-type: none"> <li>• Will employ a student on the Glasgow living wage to run the Starbucks facility part-time evenings</li> <li>• Donate Crisps and Juice and food to the Student Association and Student Services on a annual basis for the Freshers weeks and Refresher week, and other adhoc events</li> <li>• Free Breakfast and free Soup and Sandwich</li> <li>• Deliver a presentation at the Staff Development Day on how to run a catering service</li> </ul>

Annex D List of Regulated Procurements planned to commence in next two F/Ys 24/25 & 25/26

**Regulated**

Agreement Title	New, Extension or re-let	Category	Expected Date of Contract Notice	Expected Date of Award	Expected Start Date	Expected End Date (inc extensions)	Estimated Value over Contract Term (inc extensions)
Symmetry to Cloud based Solution	Re-Let	B	06/01/2025	30/04/2025	12/05/2025	11/05/2028	£165,000
Onsite Assessment Services	Re-let	B	22/09/2025	24/11/2025	03/12/2025	02/12/2029	£568,000
Insurance Services	Re-let	B	28/05/2026	20/07/2026	01/08/2026	31/07/2030	£243,100
Timber	Re-let	B	27/10/2025	21/11/2025	02/12/2025	01/12/2029	£160,000
Waste Management	Re-let	B	27/10/2025	15/12/2025	17/01/2026	16/01/2030	£157,680
Digital Marketing Services	New	B	23/06/2025	18/08/2025	20/08/2025	19/08/2029	£142,250
Group Life Assurance	Re-let	B	13/01/2026	03/03/2026	13/03/2026	12/03/2030	£120,828
Grounds Maintenance	Re-let	C	20/10/2025	15/12/2025	23/02/2026	22/02/2030	£84,824
Internal Audit Services	Re-let	B	20/05/2025	21/07/2025	08/08/2025	07/05/2029	£83,600
Recruitment of Permanent Staff	New	B	01/06/2026	01/09/2026	01/10/2026	30/09/2030	£80,000
Janitorial & Domestic Supplies	Re-let	B	18/04/2025	03/06/2025	16/06/2025	15/06/2029	£79,688
Personnel Protective Equipment (PPE)	Re-let	B	18/08/2025	27/10/2025	24/11/2025	23/11/2028	£57,819
						<b>Total</b>	<b>£1,942,789</b>

**Below Regulated**

<b>Agreement Title</b>	<b>New, Extension or Re-let</b>	<b>Category</b>	<b>Expected Date of Contract Notice</b>	<b>Expected Date of Award</b>	<b>Expected Start Date</b>	<b>Expected End Date (inc extensions)</b>	<b>Estimated Value over Contract Term (inc extensions)</b>
Fresh Fruit and Veg	Re-let	B	Direct Award	12/11/2024	13/11/2024	12/11/2026	£45,000
Fresh Fish & Seafood	New	B	Direct Award	12/11/2024	13/11/2024	12/11/2026	£45,000
Firewalls incl Support	New	B	01/08/2024	01/10/2024	01/12/2024	30/11/2027	£24,732
Plagiarism	Re-let	C	01/09/2024	01/12/2024	13/12/2024	12/12/2027	£14,250
Mobile Voice and Data Services	Re-let	B	12/05/2025	20/05/2025	24/05/2025	23/05/2028	£45,828
Legal Services	Re-let	B	29/10/2025	17/11/2025	13/01/2026	12/01/2029	£45,000
Cash In Transit	Re-let	B	15/07/2025	24/09/2025	12/10/2024	11/10/2028	£36,000
Hair Kits and Barber Kits	Re=let	B	01/05/2026	01/06/2026	01/08/2025	31/07/2030	£30,000
Media Make-up and Kits	Re-let	B	01/05/2026	01/06/2026	01/08/2025	31/07/2030	£10,000
AI Software Licences	New	B	Direct Award	17/08/2026	23/09/2025	22/09/2027	£30,000
Construction Portal Library	Re-let	C	20/09/2025	20/10/2025	20/10/2025	19/10/2028	£24,000
Photographic Equipment and Consumables	Re-let	B	01/02/2025	01/05/2025	01/06/2025	31/05/2029	£24,000
Catering Equipment	Re-let	C	23/09/2025	22/10/2025	06/11/2025	05/11/2027	£17,500

Repair and Maintenance							
Adobe Creative Cloud & Adobe Pro & Photoshop	Re-let	B	Direct Award	21/07/2025	07/08/2025	06/08/2027	£15,000
Kitchen Deep Clean	Re-let	C	14/04/2025	01/05/2025	09/05/2025	08/05/2029	£14,400
Azure Offsite Back up Services	Re-let	B	Direct Award	27/03/2026	04/04/2026	03/04/2029	£10,660
Door Planned Preventative Maintenance	Re-let	C	13/04/2026	11/05/2026	22/05/2026	21/05/2029	£10,065
IPAD Accessories	Re-let	B	Direct Award	15/09/2026	23/09/2026	22/09/2028	£10,000
Lift Maintenance	Re-let	B	09/11/2025	08/12/2025	01/02/2026	31/01/2029	£8,000
						<b>Total</b>	<b>£459,435</b>

\*The dates and values on this annex are indicative and subject to change. By the time of publishing, some contracts may have been advertised.

\*\*For extensions available, as it is unknown whether extensions will be taken up, the dates reflect the end of the initial contract. If extensions are taken up, these dates shall push out.

**Annex E Annual Report Commentary on Strategic Statements and Objectives**

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**STRATEGIC**

Highest Quality Education and Support  
(College)

Inspirational Learner Journey  
(Regional)

Quality Learning, Teaching and Support  
Focused and Streamlined Priorities  
(Outcome Agreement)

**1**

Successful Students  
(College)

Develop & Nurture  
(Regional)

Learning with Impact  
Student Participation and Engagement in their educational experience  
(Outcome Agreement)

**2**

Highest Quality Education and Support  
(College)

Effective & Efficient  
(Regional)

Contribution to Economic Recovery and Social Renewal  
Learning with Impact  
(Outcome Agreement)

**3**

Sustainable Behaviours  
(College)

Strong & Sustainable  
(Regional)

Responding to the Climate Emergency  
Equalities and Inclusion  
Fair Access and Transitions  
(Outcome Agreement)

**4**

**STRATEGIC PROCUREMENT OBJECTIVES**

To work with internal academic budget holders professional support service colleagues and suppliers 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 College.

To seek out professional development opportunities 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 the contracts for the benefit of customers and students.

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.

To promote the delivery of value for money through good procurement practice and optimal use of the procurement collaboration opportunities.

To develop sound and useful procurement management information in order to improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.

To embed sound and ethical social and environmental policies within the College's procurement function, respond to the Climate Emergency and to comply with relevant Scottish and UK Legislation in performance of the Sustainable Procurement Duty.

To promote the delivery of value for money through good procurement practice and optimal use of the procurement collaboration opportunities.

<b>Procurement Strategy Objective</b>	<b>Procurement Strategy Statement</b>	<b>Annual Report Commentary on Strategy Delivery</b>
<p>To work with internal budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the teaching and learning, and service support communities, through the development of an effective and co-ordinated purchasing function</p>	<p>How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievement of its purposes</p> <p>The College's general policy on consulting and engaging with those affected by its procurements</p>	<p>The College recognises the value that procurement brings and has increased the procurement resource temporarily by 1FTE (Procurement Project Manager) to support procuring the historical regulated spend. The Supply Chain Manager has also increased from 0.8FTE to 1FTE on a permanent basis.</p> <p>The Supply Chain Manager and the Procurement Project Manager have worked with the internal stakeholders on all procurements carried out in 2023/2024 to ensure that the specification meets requirements with evaluation criteria and weightings included which align to the College's needs.</p> <p>The College follows the Scottish Government's Procurement Journey as standard procedure with its own internal governance and threshold levels &lt;£50k for Goods and Services and &lt;£2m for Works.</p> <p>The Supply Chain Manager and the Procurement Project Manager have worked with Faculties and Depts to implement contracts in specific areas aligned to the College's priorities.</p> <p>A Project Strategy has been completed with the input from relevant stakeholders for the following contracts let within the period: These included:</p> <ul style="list-style-type: none"> <li>- HVAC</li> <li>- Trade Framework/ Minor Works</li> <li>- Catering Services</li> </ul> <p>Completion of a Project Strategy allows us to assess any risks associated with the procurement and the relevance of key areas such as UK GDPR, Cyber Security, Health &amp; Safety, Sustainability and Community Benefits.</p>
<p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance conducted through fair and transparent process</p>	<p>How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievement of its purposes</p> <p>How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat economic</p>	<p>The College submits its annual expenditure to APUC Ltd where the data is coded allowing the Supply Chain Manager to analyse the data. This identifies any areas of regulated spend and high-risk areas. The College has a full set of data over a period of 4 years which provides clarity on areas that require to meet the Procurement Reform Act obligations. Areas of expenditure have been prioritised and are on the Procurement Forward Plan. These procurements shall follow the Scottish Government's Procurement Journey and shall be advertised through PCS with appropriate evaluation criteria and weightings in line with the process carried out for completed procurements in 2023/2024.</p> <p>The College uses the Pecos System for the placing of Purchase Orders. The current usage status on PECOS is</p>

	<p>operators equally and without discrimination</p> <p>How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner</p>	<p>currently under review. Training has taken place to enable the VP of Finance, Resources and Sustainability, the Management Accountant and the Deputy Finance Manager to gain access to the Reporting Tool.</p> <p>Savings are recorded where the College has used collaborative framework agreements and where savings have been achieved through local tender activity.</p> <p>A public facing, current contracts register where contracts are logged through the Hunter Database is available on SLC's procurement section of the website providing full transparency of the College's contracts.</p>
<p>To embed sound ethical, social and environment policies within the College's procurement function and to comply with the relevant Scottish, UK, and EU legislation in performance of the sustainable duty</p>	<p>How the College intends to ensure that its regulated procurements will be carried out in compliance with the Sustainable Procurement Duty</p> <p>The College's general policy on the payment of a living wage to persons involved in producing, providing, or constructing the subject matter of regulated procurements</p> <p>The College's general policy on promoting compliance by contractors and sub-contractors with the Health &amp; Safety at Work Act 1974 and any provision under that Act</p> <p>The College's general policy on the procurement of fairly and ethically traded goods and services</p> <p>The College's general policy on how it intends it approach to regulated procurements involving the provision of food to:</p> <ul style="list-style-type: none"> <li>- improve the health, wellbeing, and education of</li> </ul>	<p>SME engagement is imperative to the College, and we continue to offer SME support in the tender process.</p> <p>Consideration of environmental, social, and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage of a regulated procurement. The College always considers use of a framework in the first instance. Using framework agreements means that where appropriate, these areas have already been considered and assessed as part of the award criteria where relevant.</p> <p>Although not a legal requirement, South Lanarkshire College complies with the duties under the Modern Slavery Act publishing an annual Modern Slavery Statement on the website. All Invitation to Tender documents for APUC framework agreements and local tenders have the Sustain Supply Chain Code of Conduct. Tenderers are asked to sign up to the ethos of the code as part of their bid committing to assurance that they do not use forced, involuntary or underage labour, that they provide suitable working conditions and terms, that they treat workers fairly and that they comply with all laws and regulations relating to ethical and environmental compliance.</p> <p>The College's standard Terms and Conditions were used in all local tenders. By the supplier signing to the College's terms and conditions, this minimises contractual risk to the College. They require all contractors to meet all obligations in the compliance with anti-slavery, human trafficking laws, discrimination law, the Equality Act 2010, and health and safety law. These terms also include a clause for a minimum payment term of 30 days of which the College must pay the supplier and a clause for the supplier to meet this term with any sub-contractors engaged as part of the contract.</p> <p>The Supply Chain Manager attends the College Sustainability Group. The group meetings are held quarterly. All community benefits will be captured and</p>

	<p>communities in the College's area</p> <ul style="list-style-type: none"> <li>- promote the highest standards of animal welfare</li> </ul> <p>How the College intends to ensure that, as far as is reasonably practicable, the following payments are made no later than 30 days after the invoice is presented:</p> <ul style="list-style-type: none"> <li>- payments due by the College to a Contractor</li> <li>- payments due by a contractor to a sub-contractor</li> <li>- payments due by a sub-contractor to a sub-contractor</li> </ul>	<p>presented to SLT and the relevant Community benefits will then be presented to the Sustainability Group. The College is participating in the Sector's FNT2030 Sustainability plans. This project has developed a set of goals for individual Colleges and the sector as a whole to address the Climate Emergency through its supply chain.</p> <p>The College is a Living Wage employer. Where relevant and proportionate, as part of the regulated procurement process, a fair working practices evaluation question is included to assess suppliers and their level of compliance in this area.</p> <p>The College through APUC Ltd, is an affiliated member of Electronics Watch, an independent monitoring organisation of the electronics industry which monitors ethical issues in the first, second and third tier supply chains.</p> <p>The College has access to the EcoVadis sustainability ratings agency. This tool allows the College to review sustainability audits within our supply chain.</p>
<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>How the College intends to ensure that its regulated procurements will deliver value for money</p>	<p>The Supply Chain Manager continues to develop relationships with internal and external stakeholders.</p> <p>The updated Procurement Thresholds has now been embedded with the college.</p> <p>Further training and exposure to internal procurement processes for internal stakeholders is required within the College.</p> <p>The Supply Chain Manager and the Procurement Project Manager have worked with Faculties and Depts to ensure that appropriate evaluation criteria and weightings and where appropriate, key performance indicators were included in procurements completed this year.</p> <p>We continue to offer support and direction to SMEs as required for specific tenders. The procurement section of the College website provides information for suppliers and provides the link to the Supplier Development Programme which is a partnership of local authorities, the Scottish Government and other public bodies that work together to provide business support in all aspects of tendering. There are training courses for businesses looking to tender for public contracts in Scotland.</p> <p>The Supply Chain Manager attends the Procurement Strategy Group for Colleges hosted by APUC Ltd and is a valuable peer network for advice, guidance, and information exchange.</p>

		<p>Both procurement resources are part of the Central and South Regional Team which incorporates 5 Colleges across the Central Scotland Region where an APUC shared service is delivered. Regional Team Meetings are held and facilitated by our Senior Supply Chain Manager responsible for this team. This enables the team to exchange information and discuss regional collaborative opportunities.</p> <p>South Lanarkshire College and New College Lanarkshire work closely to share best practice, align procurement processes and collaborate where possible.</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities</p>	<p>How the College intends to ensure that its regulated procurements will deliver value for money</p>	<p>The Supply Chain Manager and the Procurement Project Manager have worked with the internal stakeholders on all procurements carried out in 2023/2024 to ensure that the specification meets requirements with evaluation criteria and weightings included which align to the College's needs. The internal stakeholders have been part of an evaluation panel which contributes to a value for money decision for the College.</p> <p>Through expenditure analysis, the Supply Chain Manager identifies where there is non-compliant spend and opportunities for utilising collaborative agreements or placing a local contract. The College seeks to use framework agreements where they deliver value for money.</p> <p>Where a collaborative framework agreement is not available or unsuitable, the College will seek competitive offers via an open tender. Regulated procurements are carried out in conjunction with the Supply Chain Manager and the Procurement Project Manager. Evaluation criteria including price and quality aligned to a scoring methodology are stated on the Contract Notice and Tender Documents. Where relevant, a sustainability test is used to assess the relevance of areas such as environmental impact, fair work, equality, and social impact. Evaluations are initially carried out individually by tender panel members then a conclusion reached by consensus.</p> <p>The College works closely with New College Lanarkshire and has collaborated on a Minor Works Contract this year.</p> <p>The Supply Chain Manager contributes to the Procurement Strategy Group for Colleges which holds an annual Contracting Priorities Workshop where APUC Ltd seek input on future collaborative opportunities across the FE Sector.</p> <p>The College is increasing its collaborative expenditure on an annual basis.</p>

<p>To seek out professional development opportunities 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 the contracts for the benefit of customers and students.</p>	<p>The College's general duty on the procurement of fairly and ethically traded goods and services.</p> <p>How the College ensures that all its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<p>The Supply Chain Manager attends the annual Procurex Conference, the APUC Procurement Network Conference, sectoral events and has access to training to develop skills to benefit the service provided to South Lanarkshire College. Training is assessed as part of a continual performance review and development process.</p> <p>The College actively supports the sourcing of goods that are fairly, ethically, and sustainably sourced as well as Climate change which is very high on SLC's sustainability agenda. We consider risks as part of the Project Strategy which also includes a sustainability assessment prior to commencing the procurement process.</p> <p>The supplier management and performance measurement route are determined at the Project Strategy stage of the process. Segmentation of the level of spend and supply risk determines which appropriate route of Strategic, Managed or Routine processes will be applied to monitor the performance.</p> <p>Key Performance Indicators for strategic contracts are monitored to ensure the objectives of the service delivery is achieved. Contract Management is also a means of sharing best practice within the marketplace and delivering innovation throughout the term. This is a developing area for the College, and it has formal contract management approaches in place for the following strategic contracts:</p> <ul style="list-style-type: none"> <li>- Waste Management Services</li> <li>- HVAC</li> <li>- Catering Services</li> </ul>
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South Lanarkshire College has a procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey. These have met the objectives and obligations set out immediately above.

## Annex F – Glossary of Terms

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

**Category A** Collaborative Contracts available to all public bodies

- Scottish Procurement

**Category B** Collaborative Contracts available to public bodies within a specific sector

- Scottish Procurement
- APUC Ltd
- Scotland Excel
- NHS National Procurement

**Category C** Local Contracts for use by individual bodies

**Category C1** Local or regional collaborations between public bodies

**Below Regulated Procurements** are low value procurements with an estimated total value of less than £50k (ex vat) for goods and services and less than £2m (ex vat) for works. These are conducted in line with the College's internal procurement procedures.

**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.

**Centres of Expertise** are the procurement support and advisory bodies to the Public Sector. They are: Central Government Procurement, Advanced Procurement for Universities and Colleges (APUC Ltd), NHS National Procurement and Scotland Excel (Local Authority).

**Collaborative Procurement** is an effective way for more than one College/University, contractor, consultant, or supplier to join together to procure works, goods, or services, share expertise, promote efficiency, and deliver value for money savings in the form of a contract.

**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).

**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.

**EcoVadis** is a global CSR assessment tool which is based on international standards to conduct individual sustainability performance assessments across all relevant areas of the supply chain. Suppliers assessed by EcoVadis will receive a sustainability scorecard with detailed insights into their strengths along with opportunities for improvement.

**GPA** - The Agreement on Government Procurement is a plurilateral agreement within the framework of the World Trade Organisation (WTO).

**GPA Thresholds** are the thresholds of the Agreement of Government Procurement which apply to public authorities from 1 January 2021. The current thresholds applicable are (net of VAT):- for Supply, Services and Design Contracts, £179,087, for Work Contracts, £4,477,174. The GPA thresholds are revised every 2 years. The next threshold change will occur on 1 January 2026.

**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 local and collaborative contracting activities.

**Institution** refers to College or University.

**Leverage Based Savings** - use of economies of scale to secure improved value.

**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.

**Non-Influenceable Spend** – This spend includes goods/services that can only be procured from one source, for example Scottish Qualification Authority.

**Non-Pay Influenceable Spend** – This is non-payroll spend that the procurement team can influence to Tender for Goods/Services/Works.

**Operational Procurement Review (OPR)** – Procurement assessment type for institutions with an annual Procurement spend of less than £2m.

**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.

**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.

**Regulated Procurements** are those whose values are greater than £50k for goods and services and greater than £2m for works. They require to be conducted in compliance with the Public Contracts (Scotland) Regulations 2015, the Procurement (Scotland) Regulations 2016 and the Procurement Reform (Scotland) Act 2014.

**Real Living Wage** is a voluntary hourly rate that is set by the Living Wage Foundation. The hourly rate level is set annually and is based on the cost of living in the UK with the aim to help support a minimum acceptable quality of living.

**Segmentation** is 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.

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

**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.

**Sustain Supply Chain 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 Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

**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.

**World Trade Organisation (WTO)** is the global international organisation dealing with the rules of trade between nations.



**FINANCE AND RESOURCES COMMITTEE**

<b>DATE:</b>	13 May 2025
<b>TITLE OF REPORT:</b>	Facilities Update (Reporting Period: January - March 2025)
<b>REFERENCE</b>	05.4
<b>AUTHOR AND CONTACT DETAILS</b>	Craig Ferguson and James Jamieson <a href="mailto:Craig.Ferguson@slc.ac.uk">Craig.Ferguson@slc.ac.uk</a> <a href="mailto:James.Jamieson@slc.ac.uk">James.Jamieson@slc.ac.uk</a>
<b>PURPOSE:</b>	To provide the Finance and Resources Committee with a summary of in-year performance to date.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are asked to note the following updates: <ul style="list-style-type: none"><li>• the facilities work that has taken place in this reporting period;</li><li>• the contract monitoring review; and</li><li>• the sustainability charts reporting on energy, water, gas and waste, noting that the latter has significantly decreased.</li></ul>
<b>RISK</b>	<ul style="list-style-type: none"><li>• That essential estates work is not carried out on a timely basis impacting on the learner experience.</li><li>• That there is a failure to adhere to statutory and legislative health &amp; safety requirements.</li><li>• That the College does not meet the decarbonisation target by 2040.</li></ul>
<b>RELEVANT STRATEGIC AIMS:</b>	<ul style="list-style-type: none"><li>• Highest quality education and support - providing a high-quality environment for staff and students</li><li>• Sustainable behaviours – environmentally sustainable behaviours.</li></ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"><li>• There has been a variety of planned preventative maintenance that has taken place in this reporting period, with further preparations being made to undertake capital expenditure work over the holiday periods.</li><li>• An update on the College's service providers and their Red Amber Green (RAG) status and noting that some providers are being scrutinised on performance issues. Ratings have not changed from last quarter.</li><li>• The procurement process for College systems, including access control and fire has been completed.</li></ul>

	<ul style="list-style-type: none"><li>• The charts being used for the College's energy consumption, solar PV generation, waste and water provide a visual representation usage. Key challenge is finding additional ways to offset our energy usage where possible, given the significant increase in energy costs. The College's Climate Change Action Team are supporting with this.</li></ul>
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## **1. INTRODUCTION**

1.1 This paper updates members of in-year performance to date for the reporting quarter, January 2025 to March 2025.

## **2 FACILITIES WORKS**

2.1 During the reporting period no major work or alterations have been carried out. There has only been planned preventative maintenance. Please see below for an overview:

- 2.1.1 Minor tarmac repairs were undertaken in the car park.
- 2.1.2 External contractors carried out high level cleaning in the lower ground workshops.
- 2.1.3 A combi oven was installed in the canteen, replacing a faulty unit.
- 2.1.4 The four main external glazed doors were replaced at the front entrance.
- 2.1.5 Routine maintenance of both the boiler room equipment and the air handling and air conditioning equipment has taken place.
- 2.1.6 The AHU pipework was replaced which connected to the heater batteries
- 2.1.7 The flat roof SECA membrane was cleaned.
- 2.1.8 Maintenance of the folding partitions was carried out.
- 2.1.9 There was ongoing reactive works following the 5-year electrical testing.
- 2.1.10 In preparation for the launch of the CECA academy (Civil Engineering), initial groundwork commenced 1 week before the Christmas break and continued into January. This consisted of earth moving and ground clearing at the rear of college and along the bund area. The area was the prepared and products to be used were installed.

2.2 Whilst the above listed works were carried out there were many other smaller scale works completed.

2.3 The Facilities Team is also working with teams across the College for capital expenditure work to be carried out over the holiday periods, starting to prepare the College for the new academic year.

## **3 CONTRACT MONITORING**

4.1 As reported previously, high level / large volume maintenance and repairs continue to be contracted out to specialist businesses and are obtained via tendering process in collaboration with the College's APUC procurement professional. These items and contractors are shown in the table below alongside their RAG ratings.

4.2 Each contract review starts with a list of key objectives and identifies opportunities to improve, both in terms of the current contract itself, and in feeding into future contract negotiations, and key achievements. The review uses a scorecard format and will identify key improvement actions, with timescales and responsibilities stated. Any issues and risks identified will be raised with the supplier and a system of measuring and monitoring KPIs will be introduced. Examples of this would be:

- Shortages reported;
- Deliveries missed or late;
- Quality of service or goods;
- Invoice accuracy; and

- General customer satisfaction as reported by the end user.

4.3 The College will be changing contractors for the maintenance of the access control, security and fire alarm as well as minor associated systems. For example refuge points and emergency disabled toilet alarms via a procurement process. This has been slow to progress but has recently been approved by the Board and signed off. The College will provide a further update in the next reporting period.

4.4 Table 1: Service Providers

RAG Rating		Expense - Supplier	Progress to Green: Key Actions
Last Quarter	This Quarter		
		Gas - Supply – Total Gas	N/A
		Gas - College Infrastructure – Dalkia	Dalkia has been in place for sufficient time to demonstrate effectiveness. We continue to monitor.
		Electricity – Supply – EDF	Monitor cost increases
		Electricity – Feed in Tariff – Scottish Power	No Concerns
		Electricity – College Infrastructure –	Electrical contractor in place and operational
		Elevators - Kone, maintaining all five elevators	Excellent response times and experienced engineers.
		Mechanical & Ventilation – Dalkia	Dalkia is performing reasonably. This continues to be monitored.
		Kitchen equipment, including refrigeration units – NWCE	New contractor service has not been as expected and have also subcontracted to the previous contractor. Procurement Team are aware. Contract ends in October 2025
		Water – Supply – Business Stream	N/A
		Water – College Infrastructure – Dalkia	New contractor will be monitored, and review meetings are planned. There have been a few teething issues and will be closely monitored
		CCTV and associated systems	New temporary contractor in place for urgent works. Procurement process near completion.
		Security Systems (Alarms) – Connolly Security Services	Continued concerns being dealt with, rating remains static for now. Procurement process near completion.
		Fire Systems – Connolly Security Services (Fire Division)	Continued concerns being dealt with, rating remains static for now. Procurement process near completion.

		Pest Control – Environmental Services Pest Control Ltd	Good service provision and very reactive. Tender awarded recently
		Construction Machinery Maintenance – Inhouse and 'The Saw Centre'	Carried out internally and backed up by routine maintenance contractor services employed
		Waste & Recycling – Biffa	Service levels have improved to a satisfactory level. Contract review meetings in place. This contract is working very well.
		Ground's maintenance – IPSUM	Service levels have fluctuated. Liaising with contractor to resolve. Heightened focus from FM dept. A new account manager has been put in place.

## 4 SUSTAINABILITY

### 4.1 Table 2 Solar Panel Production

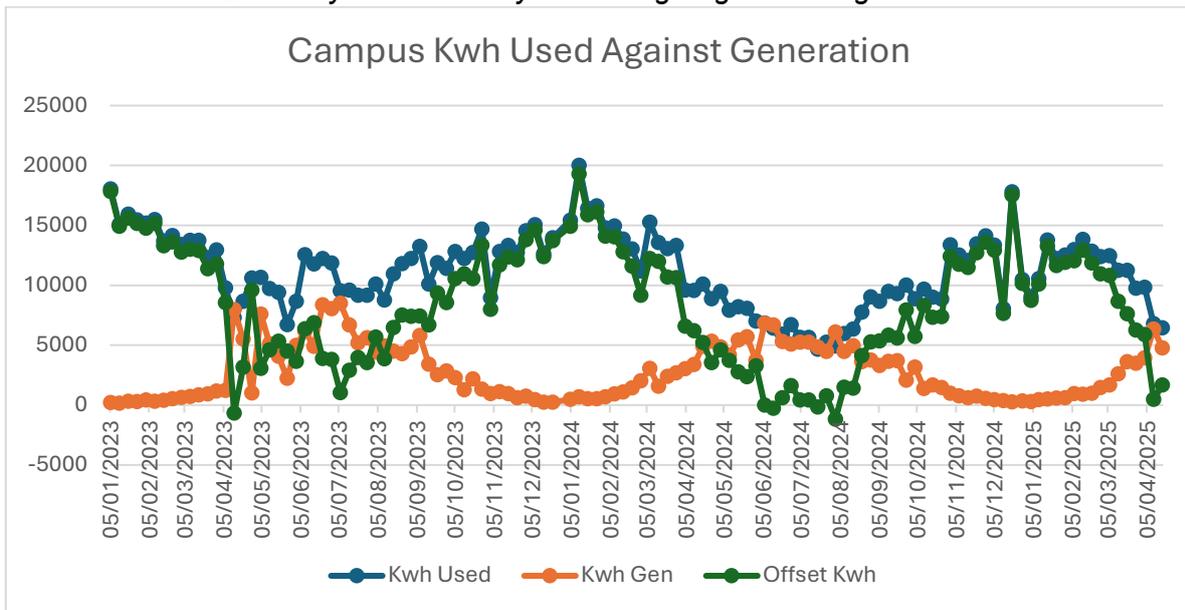
Reporting Period	Construction Wing	Annex	Low Carbon House	Total Kwh
Jul-Sept 2022	20063	4040	536	24,639
Oct-Dec 2022	18022	3562	503	2,2087
Jan – Mar 2023	4080	638	142	4,860
Apr-Jun 2023	72,876	2,206 (F)	599	75,681
Jul-Sept 2023	65,793	2537	476	68,806
Oct-Dec 2023	13132	671	140	13,943
Jan – Mar 2024	17133	971	176	18,280
Apr-Jun 2024	63,661	3,996	504	68,161
Jul-Sept 2024	58,582	3,616	489	62,687
Oct-Dec 2024	12,994	627	134	13,755
Jan – Mar 2025	20,794	1310	233	22,337

*Note: Quarter year comparison is low due to a fault (F) with one of our arrays. This has been fixed; however, the output will not have reached its full potential. In Addition, the solar PV inverter in the Annexe had to be replaced June 2023.*

4.2 The Solar Photovoltaics (PV) panel figures are as expected for this time of year, and this reporting period obviously sees an increase in generated hours due to the number of daylight hours. It is necessary that all systems on campus are cleaned regularly to keep performance at its maximum.

4.3 The graph below highlights the College's generated electricity from all PV sources against all energy used.

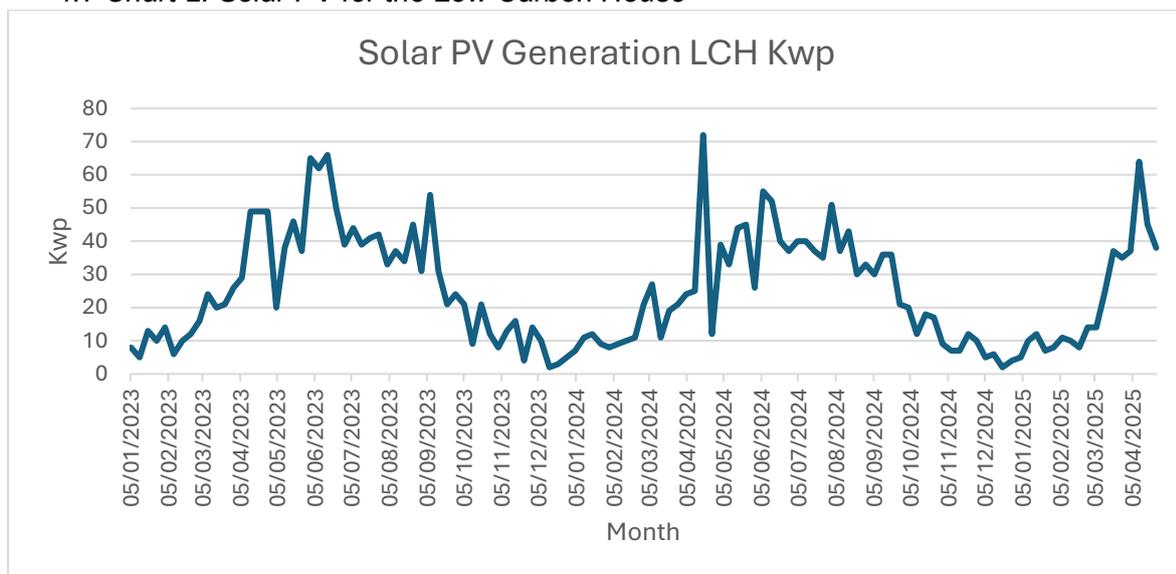
4.4 Chart 1 Electricity Generated by the College Against Usage



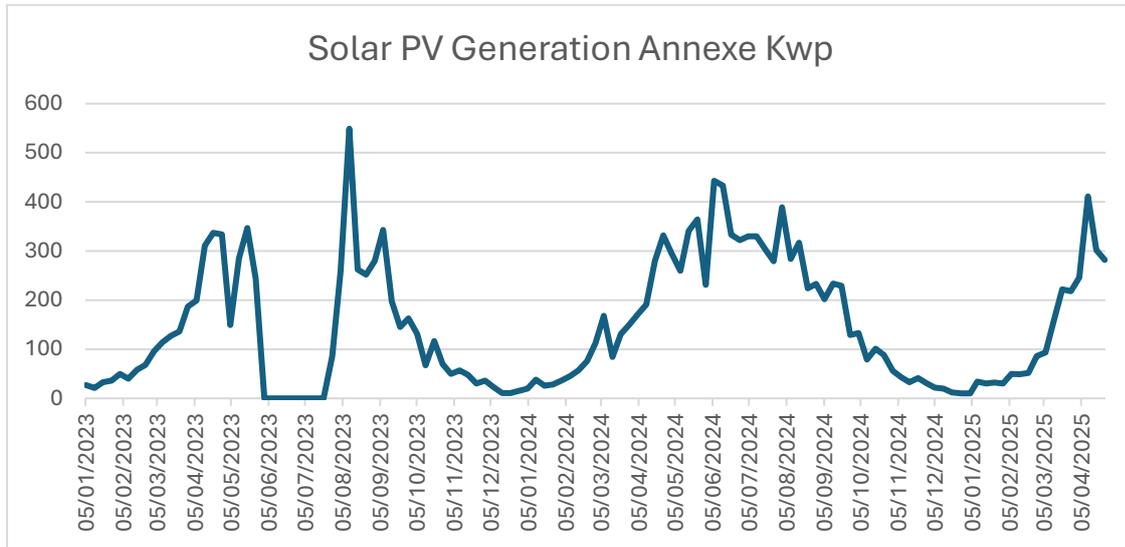
4.5 Measures are being investigated to further reduce all electricity consumption from centrally turning off computers and clever touch screens from our IT department and the newly appointed HVAC contractor (Dalkia) are in discussion with the facilities team to implement similar measures through the BMS system.

4.6 In addition, the Climate Change Action Team (CCAT), which is supporting with the implementation of the College’s Climate Change Action Plan, will, on an on-going basis, consider this as part of its action plan.

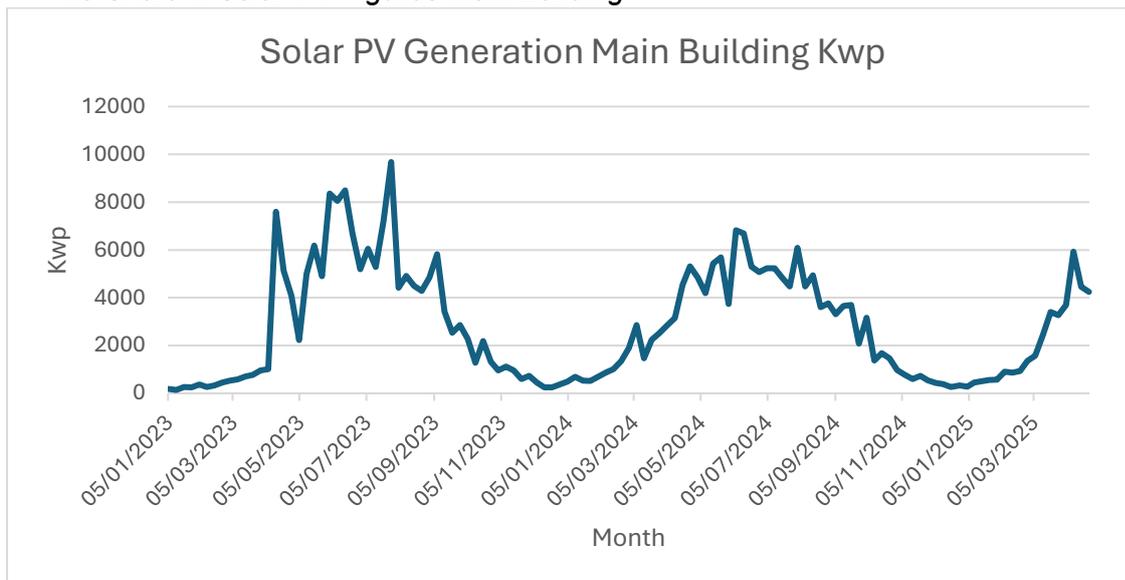
4.7 Chart 2: Solar PV for the Low Carbon House



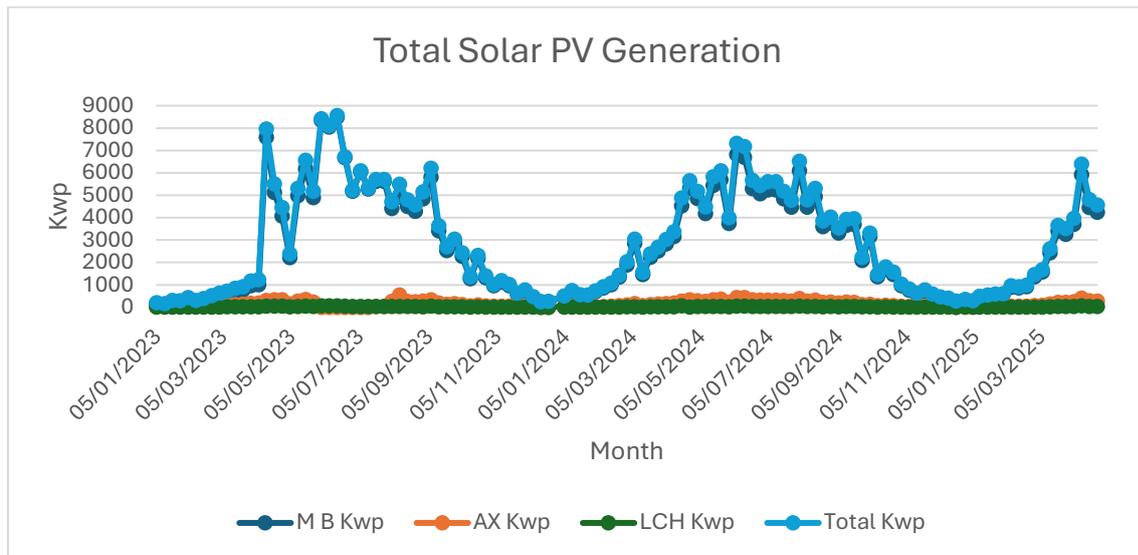
4.8 Chart 3: Solar PV for the Annex



4.9 Chart 4: Solar PV Figures Main Building



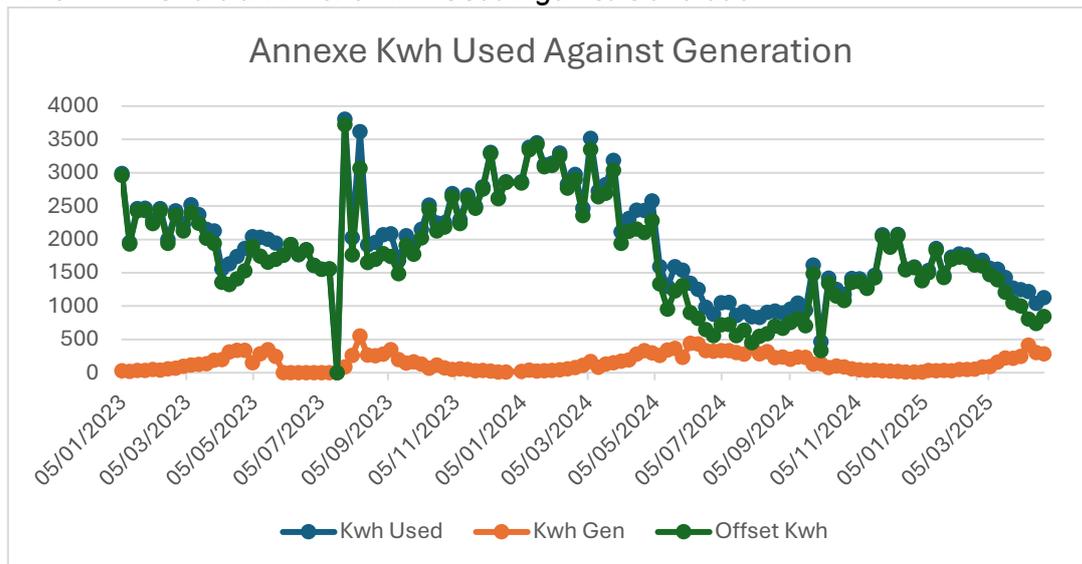
4.10 Chart 5: Total Solar PV Figures Combined



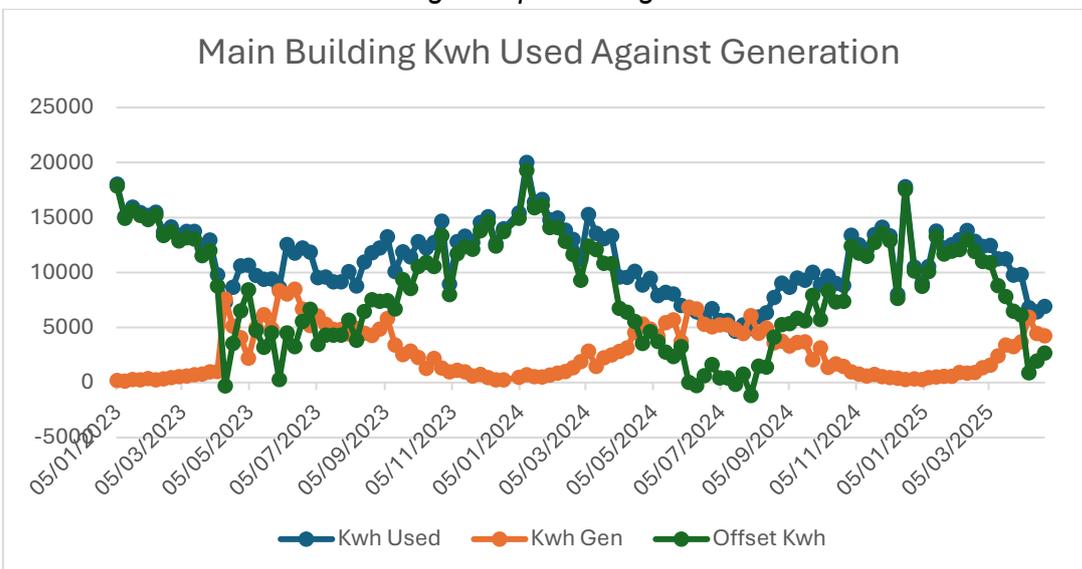
4.11 Charts 3 and 4 show how much of what the College has generated for the annex and the main building can be offset against what is actually used in these buildings. There is a natural reduction of solar power generated across the winter months as can be seen from this two-year trend.

4.12 As can be seen from the graphs, in the summer months the gap between used and generated become closer due to less energy needed for heating, lighting etc and more energy being generated. In addition, there are also fewer people in the building resulting in less usage. In contrast the gap widens again during the autumn and winter period, with usage being higher than what is generated from reduced daylight hours.

4.13 *Chart 6: Annexe Kwh Used Against Generation*



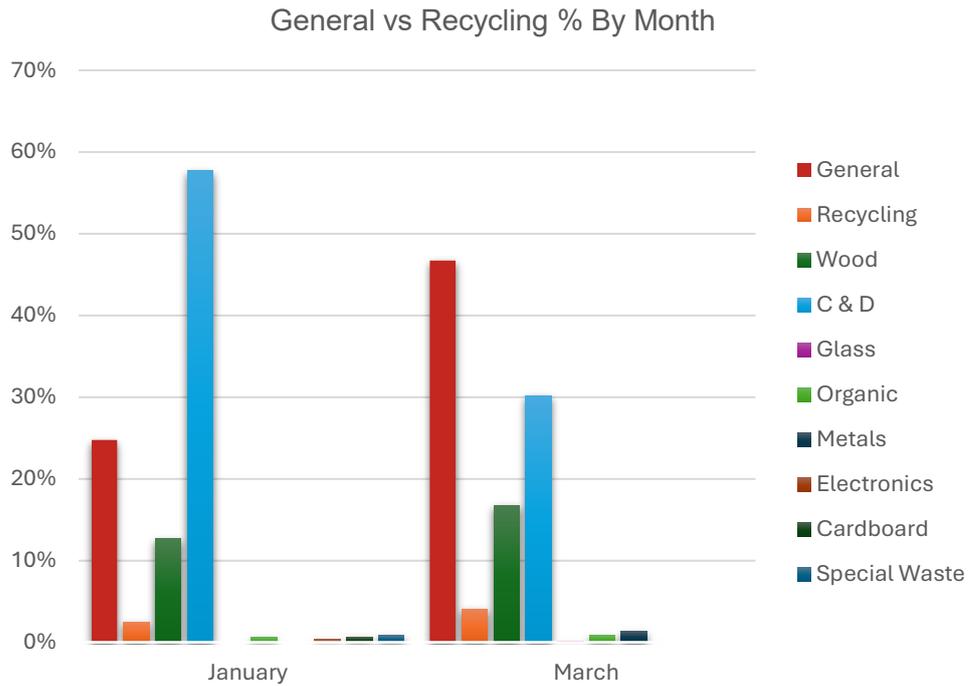
4.14 *Chart 7: Main Building Kwh/p Used Against Generation*



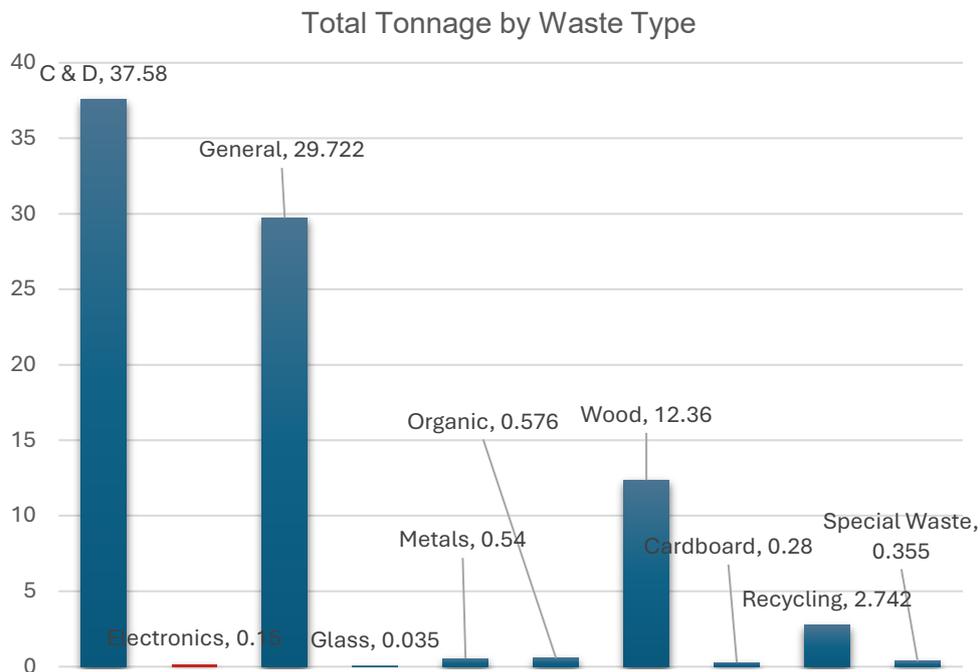
## 5 Waste

5.1 The graphs show in detail a breakdown of the waste categories from the College supplier Biffa. Note that the category “C&D” refers to “Mixed Construction and Demolition” waste. This has previously been reported and the CCAT Team are also involving the Student Association, [LAMH Recycle, a social enterprise, offering waste management and recycling services](#). Please note that February report is missing due to a hand over within Biffa and will be uploaded as soon as possible.

5.2 Chart 8: General V Recycling

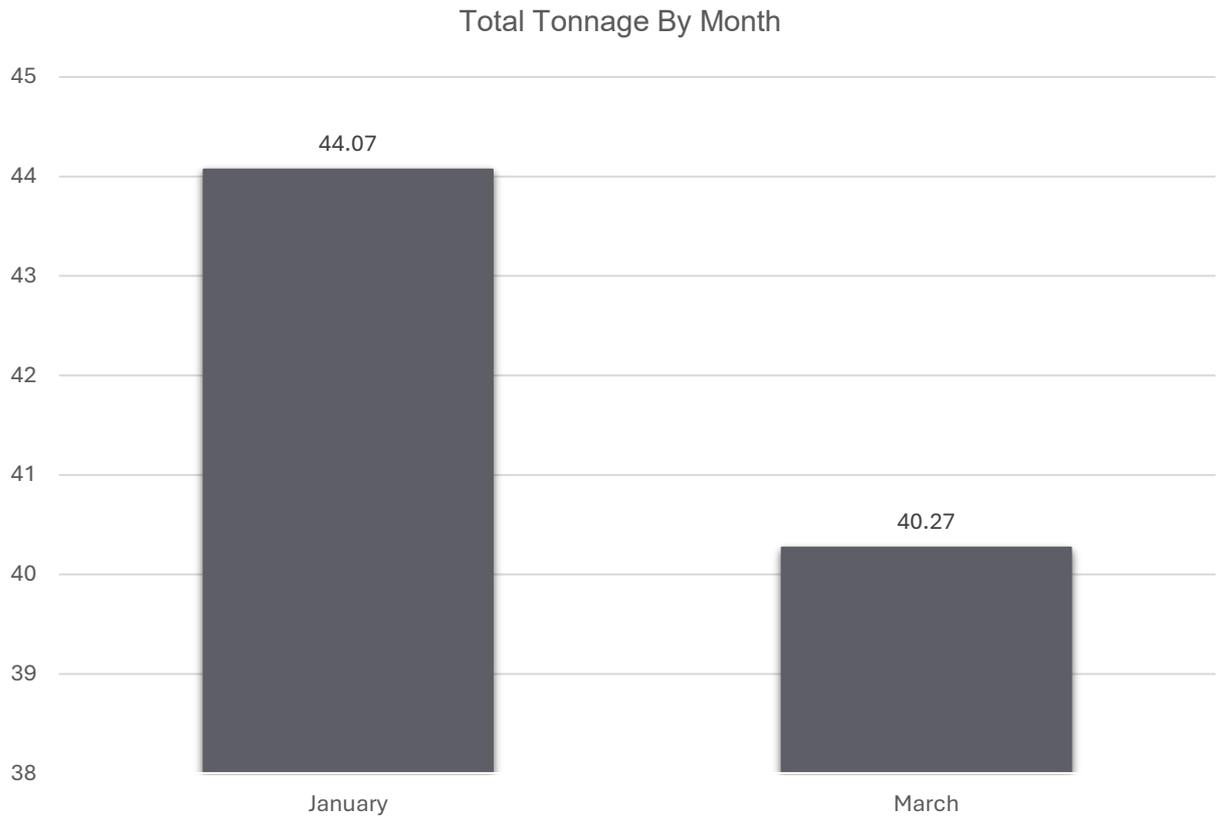


5.3 Chart 9: Total Tonnage by Waste Type



5.4 The general waste category has dropped significantly in this period. As reported at the previous committee meeting the CCAT team is supporting an action around the reduction of this and will continue to monitor.

### 5.5 Chart 10 Waste: Monthly Tonnage 2024



## 6 ENERGY CONSUMPTION: ALL BUILDINGS

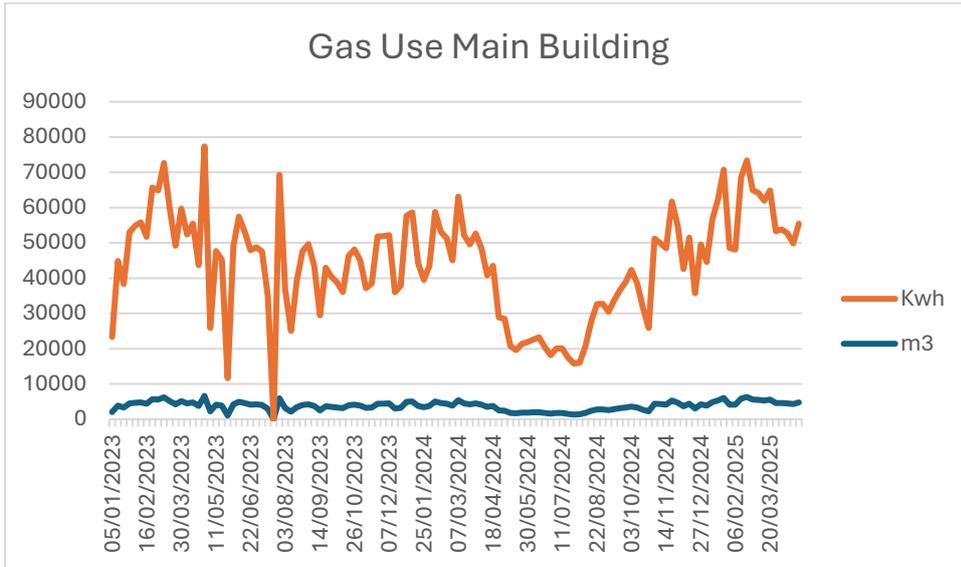
6.1 Table 3 below provides an overview of energy consumption across the estate over the last 3-year period, across all the utilities: gas, electricity and water. The change in the utilisation of the building will obviously affect the comparisons, but the table is designed to compare the movement in the quarter over the prior year equivalent, and the current rolling year over the prior year equivalent.

6.2 There are also charts to demonstrate the rolling gas and water consumption so that is easier to read in line with the electricity charts already provided.

### 6.3 Table 3 Energy Consumption

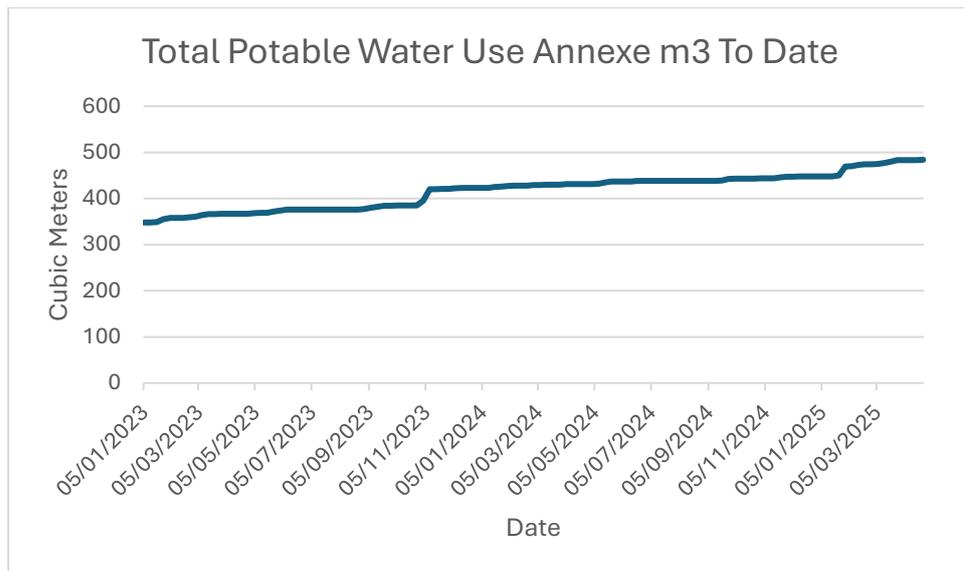
Finance and Resources Committee Estates Report May 2025 Energy Consumption- all Buildings				
Date	Usage in kWh	Movement over prior year quarter	Rolling Year	Movement over prior rolling year
<b>Gas - kWh</b>				
Jan - Mar 2021	555,678	-13%	1,330,090	-23%
Apr - Jun 2021	330,348	127%	1,515,006	-1%
Jul - Sep 2021	205,185	-7%	1,500,089	0%
Oct-Dec 2021	249,945	-39%	1,341,156	-5%
Jan-Mar 2022	551,090	-1%	1,336,568	0%
Apr - June 2022	313,839	-5%	1,320,059	-13%
Jul - Sep 2022	200,677	-2%	1,315,551	-12%
Oct-Dec 2022	337,867	35%	1,403,473	5%
Jan - Mar 2023	634,676	15%	1,487,059	11%
Apr - June 2023	563,061	79%	1,736,281	32%
Jul - Sep 2023	463,028	131%	1,998,632	52%
Oct-Dec 2023	475,412	41%	2,136,177	52%
Jan - Mar 2024	612,293	-4%	2,113,794	42%
Apr - June 2024	327,719	-42%	1,878,452	8%
Jul - Sep 2024	352,300	-24%	1,767,724	-12%
Oct-Dec 2024	574,829	21%	1,867,141	-13%
Jan - Mar 2025	715,515	17%	1,970,363	-7%
<b>Electricity - kWh</b>				
Jan - Mar 2021	775,982	35%	1,774,114	-13%
Apr - Jun 2021	368,153	63%	1,916,402	7%
Jul - Sep 2021	283,081	-5%	1,899,962	14%
Oct-Dec 2021	127,306	-73%	1,554,522	-1%
Jan-Mar 2022	193,702	-75%	972,242	-45%
Apr - June 2022	135,743	-63%	739,832	-61%
Jul - Sep 2022	135,201	-52%	591,952	-69%
Oct-Dec 2022	174,960	37%	639,606	-59%
Jan - Mar 2023	189,142	-2%	635,046	-35%
Apr - June 2023	209,549	54%	708,852	-4%
Jul - Sep 2023	137,941	2%	711,592	20%
Oct-Dec 2023	156,521	-11%	693,153	8%
Jan - Mar 2024	191,510	1%	695,521	10%
Apr - June 2024	104,669	-50%	590,641	-17%
Jul - Sep 2024	101,636	-26%	554,336	-22%
Oct-Dec 2024	160,652	3%	558,467	-19%
Jan - Mar 2025	154,890	-19%	521,847	-25%
<b>Water Consumption - M<sub>3</sub></b>				
Date	Usage in m <sub>3</sub>	Movement over prior year quarter	Rolling Year	Movement over prior rolling year
Jan - Mar 2021	74	-96.7%	2,014	-78%
Apr - Jun 2021	201	-68.0%	1,587	-79%
Oct-Dec 2021	1,665	50.1%	2,143	-49%
Jan-Mar 2022	2193	96.6%	4,133	105%
Apr - June 2022	2,507	92.0%	6,566	314%
Jul - Sep 2022	1,650	-0.9%	8,015	274%
Oct-Dec 2022	2,178	-0.7%	8,528	106%
Jan - Mar 2023	2479	-1.1%	8,814	34%
Apr - June 2023	2,045	19.3%	8,352	4%
Jul - Sep 2023	1,218	-78.8%	7,920	-7%
Oct-Dec 2023	2,082	-19.1%	7,824	-11%
Jan - Mar 2024	2,167	5.6%	7,512	-10%
Apr - June 2024	1,551	21.5%	7,018	-11%
Jul - Sep 2024	1,491	-39.6%	7,291	-7%
Oct-Dec 2024	2,032	-6.6%	7,241	-4%
Jan - Mar 2025	2,136	27.4%	7,210	3%

Chart 11: Gas Use Main Building



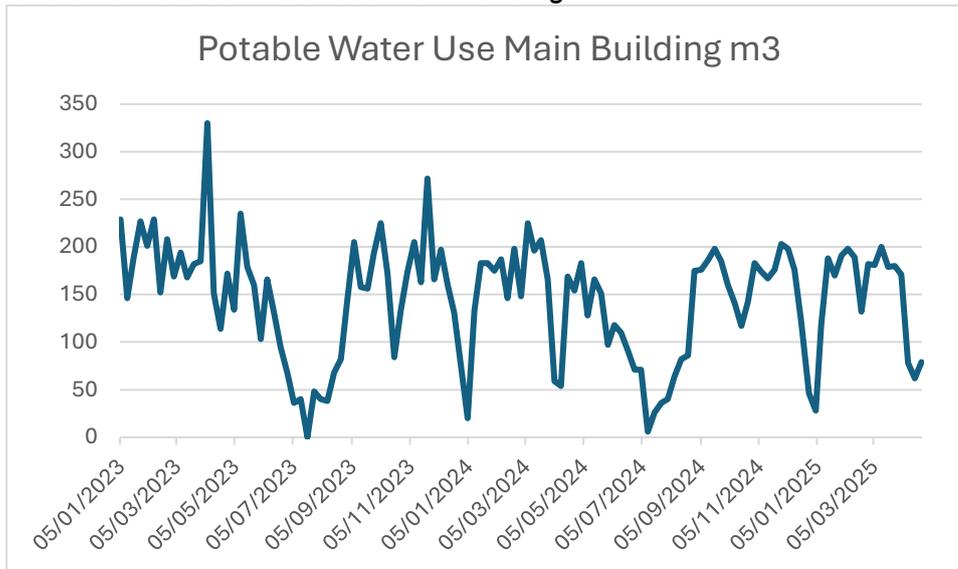
7.3 The ongoing challenge for the College will be to consider how it can reduce its energy consumption given the substantial rising costs in energy bills. This is where staff training is important when considering how to use energy efficiently within the College.

7.4 Chart 12: Potable Water use Annexe



7.5 The low water usage in the annex is due to all toilet flushing coming from the rainwater harvesting system. 444,000 litres is the total amount of water used since November 2015.

7.6 Chart 13: Potable Water use Main Building



7.7 Solutions to the reduction of potable water consumption continue to be considered as part of a wider capital expenditure programme are to introduce waterless urinals, water solenoid valves and replace taps with 2 litre flow restrictors.

## 8 RISK

- 8.1 Those essential estates work is not carried out on a timely basis impacting on the learner experience.
- 8.2 That there is a failure to adhere to statutory and legislative health & safety requirements.
- 8.3 That the College does not meet the decarbonisation target by 2040.

## 9 EQUALITIES

- 9.1 There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report.

## 10 RECOMMENDATIONS

- 10.1 Members are recommended to note the contents of this report including:
  - 10.1.1 the facilities work that has taken place in this reporting period;
  - 10.1.2 the contract monitoring review; and
  - 10.1.3 the sustainability charts reporting on energy, water, gas and waste, noting that the latter has significantly decreased.

### FINANCE AND RESOURCES COMMITTEE

<b>DATE</b>	13 May 2025
<b>TITLE OF REPORT</b>	Quarterly Update: Climate Change Action Team (CCAT)
<b>REFERENCE</b>	05.5
<b>AUTHOR AND CONTACT DETAILS</b>	Wilma MacLeod, Depute Head of Curriculum <a href="mailto:wilma.macleod@slc.ac.uk">wilma.macleod@slc.ac.uk</a>
<b>PURPOSE:</b>	To update members on the actions taken by the CCAT in the last quarter.
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are asked to note: <ul style="list-style-type: none"> <li>• the contents of the report;</li> <li>• the on-going work across the College in supporting the delivery of 'net zero' targets; and</li> <li>• the growing requirement on the College to provide sustainability reporting to various agencies.</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>• That the College does not take appropriate action to reduce its carbon footprint.</li> <li>• That staff and students are not educated and supported around climate change and the wider implications.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• Successful Students</li> <li>• The Highest Quality Education and Support</li> <li>• Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• The Climate Change Leads and CCAT continue to lead efforts to address climate change across the College.</li> <li>• Seven actions were identified during the reporting period, with four completed.</li> <li>• Good practice is shared at Climate Change Action Team meetings and throughout the College</li> <li>• A consultation is currently underway to review the Public Bodies Climate Change Duties Report.</li> <li>• Partnership working remains ongoing.</li> </ul>

## 1. INTRODUCTION

1.1. This paper provides a quarterly update on the progress of the Climate Change Emergency Action Plan (CCEAP) and the College's overall commitment to sustainability as led by the CCAT.

## 2 BACKGROUND

2.1 As part of the South Lanarkshire Colleges response to net zero targets a CCAT was established to support the roll out the CCEAP.

2.1 The CCEAP is founded on the principles of the FE College roadmap to have a strategic sector wide approach to tackling the climate emergency.

2.2 The Climate Change Leads and CCAT continue to lead efforts to address climate change across the College promoting sustainable behaviours, sharing good practice and supporting climate change initiatives.

## 3 DISCUSSION

3.1 The CCEAP is monitored on a monthly basis by the CCAT to ensure its objectives are being met, progress is tracked effectively, and any necessary adjustments are made. This monitoring enables the College to evaluate its progress, maintain accountability and achieve its climate change goals. During the period February 2025 – May 2025, seven actions were identified, of these four were completed.

3.2 *Table 1 CCEAP Actions from February 2025 May 2025*

Roadmap Element	Action	Target Date	Progress
Leadership and Governance	Climate Change Risk Assessment to be updated	December 2024	Not complete
Leadership and Governance	Review and update Sustainability Policy	March 2025	Complete
Leadership and Governance	Explore alternative sources of funding	May 2025	This is an ongoing process. No alternative funding was sourced during this reporting period.
Leadership and Governance	Showcase good practice throughout the college	May 2025	Complete
Leadership and Governance	Embed climate change actions within the College community.	May 2025	Complete

Leadership and Governance	Achieve Carbon Literate Organisation	December 2024	Not complete
Estates and Operations	Complete and submit Heatworks: Building Assessment report to Local Authority	February 2025	Not complete

- 3.2.1 A draft Sustainability Policy has been prepared by the Climate Change Leads and is subject to approval by the Senior Leadership Team and the Board of Management.
- 3.2.2 Sustainability is part of the Operational Plans for both curriculum and support areas. The actions identified will be followed up as part of the Quality process and followed up at the Progress Reviews.
- 3.2.3 Good practice continues to be shared at CCAT meetings, on the Teams page, in the College newsletter and on staff development days. Examples of sustainable behaviour during this period include:
- the introduction of re-useable cups;
  - green technologies introduced to the Building Services Engineering curriculum;
  - repurposed chrome books issued to students;
  - OneNote to share notes; and
  - virtual reality resources to deliver learning and teaching.
- 3.2.4 No applications were received for carbon literacy training. This will be carried forward to academic year 2025-2026.
- 3.3 The Scottish Government is currently consulting with stakeholders to inform the new statutory guidance for reporting on climate change duties under the Climate Change (Scotland) Act 2009). This consultation includes the following elements:
- climate change and equalities;
  - climate change and decision-making;
  - reducing emissions;
  - adaptation; and
  - acting in a sustainable way.
- 3.4 The Climate Change Leads are working with the Environmental Association of Universities and Colleges (EAUC) to compile the college's response.
- 3.5 Partnership working continues to be key focus of the CCAT. In collaboration with Lanarkshire Association for Mental Health (LAMH) aluminium cans recycling bins have been introduced into the college. LAMH will manage the collection and recycling of the cans, demonstrating an effective partnership that brings mutual benefits.

## 4 EQUALITIES

- 4.1 There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report.

## 5 RECOMMENDATIONS

- 5.1 Members are asked to:

- note the contents of this report
- the on-going work across the College in supporting the delivery of 'net zero' targets; and
- the growing requirement on the College to provide sustainability reporting to various agencies.

**FINANCE AND RESOURCES COMMITTEE**

<b>DATE</b>	13 May 2025
<b>TITLE OF REPORT</b>	College Capital Expenditure Schedule
<b>REFERENCE</b>	06.1
<b>AUTHOR AND CONTACT DETAILS</b>	Bill McMahon – Management Accountant <a href="mailto:Bill.McMahon@slc.ac.uk">Bill.McMahon@slc.ac.uk</a> Elaine McKechnie – Vice Principal Finance, Resources & Sustainability <a href="mailto:Elaine.McKechnie@slc.ac.uk">Elaine.McKechnie@slc.ac.uk</a>
<b>PURPOSE:</b>	To present the schedule being maintained by the College in respect of its capital requirements
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	Members are asked to: <ul style="list-style-type: none"> <li>• note the level of capital investment that has been incurred for the period to 31 March 2025 (not yet audited); and</li> <li>• to note the College's continued plan for capital expenditure in respect of 2024-25; against which progress will be monitored and updates brought to the Committee in due course.</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>• That there are insufficient funds for capital project and maintenance requirements.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• The Highest Quality Education and Support</li> <li>• Sustainable Behaviours</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• The College has spent £231,057 on capital works in the 8 months to March 2025.</li> <li>• Imminent pipeline works include a Clevertouch Screen Replacement £41,160, Lapsafe Lockable Cabinets £40,000 (approx.), Heath and Social Care Mannequin investment £37,298, Refurbishment of Painting &amp; Decorating Workshops £30,000 (approx.) and Polytunnel replacement at £28,000 (approx.).</li> <li>• The College anticipates spending its Capital Departmental Expenditure Limits (CDEL) funding of £425,233k in full by 31 July 2025. The Resource Departmental Expenditure Limits (RDEL) funding of £425,037 is absorbed within revenue budgets.</li> <li>• Internal quarterly capex meetings have reconvened to ensure appropriate allocation of the SFC budget across 2024/25 and the next meeting will take place on 15 May 2025.</li> </ul>

## 1 INTRODUCTION

1.1 This paper outlines the capital expenditure schedule, funding and expenditure to date.

## 2. EXPENDITURE AND AVAILABLE FUNDS

2.1 As per the announcement from the Scottish Funding Council in December 2024, the College can reclassify £425,037 of its £850,260 capital budget for revenue related expenditure. This allows the College more flexibility to support the purchase of items of a capital expenditure that do not meet the £10,000 balance sheet threshold. These costs can therefore be absorbed under repairs and general maintenance expenditure.

2.2 For Capital Departmental Expenditure Limits (CDEL), the College has spent a total of £231,057 in the eight months to 31 March 2025:

- 2.2.1 Canteen upgrade £76,504
- 2.2.2 IT Firewall replacement and configuration £51,157
- 2.2.3 Support Staff Office reconfigurations £37,283
- 2.2.4 New TV screen in Atrium £22,254
- 2.2.5 Digital Media Room £19,554
- 2.2.6 Website upgrade £17,901
- 2.2.7 Hairdressing salon works £6,404

2.3 Pipeline works across April – Jul 2025 to support curriculum delivery in 2025/26 include:

- 2.3.1 Clevertouch Screen Replacement £41,160
- 2.3.2 Lapsafe Lockable Cabinets £40,000 (approx.)
- 2.3.3 Heath and Social Care Mannequin investment £37,298
- 2.3.4 Refurbishment of Painting & Decorating Workshops £30,000 (approx.)
- 2.3.5 Polytunnel replacement £28,000 (approx.)

2.4 The above project list concludes the available budget of £425,233 under Capital Departmental Expenditure Limits (CDEL). Clever touch screens and Mannequins projects have been progressed in April 2025. Items 2.3.2, 2.3.4. and 2.3.5 will be reviewed by SLT to ensure approval via the College's Project Bid Process is sought prior to commencing the works.

2.5 Other small capital works under the value of £10,000 have been expensed within income and expenditure budgets in line with the College's fixed asset accounting policy, utilising the residual £425,037 of Resource Departmental Expenditure Limits funding (RDEL).

2.6 It should be noted that a further ringfenced sum of capital investment money from last year of £145,000 has been set aside for the costs of implementing Unit-E, the Student Learner system, which is set to run in parallel with the legacy system from June 2025 onwards.

2.7 The Access Control system of £100,000 will be absorbed by underspent revenue budgets in year, with some of the cost being prepaid under software licences and maintenance.

2.8 The Committee is reminded that there is no Digital Poverty funding for 2024-25.

*2.9 Table 1: Funding Available and Allocation*

Area	2024/25 Allocation	2024/25 Spend YTD (draft)	Transfer between funds	Residual spend for 24/25
SFC GIA Capital & Projects of £850k (50% capital related)	£425,223	£231,057	-	£194,166
SFC GIA Capital & Projects of £850k (50% revenue related)	£425,037	£283,358		£141,679
<b>TOTAL</b>	<b>£850,260</b>	<b>£514,415</b>	-	<b>£335,845</b>

**3. CAPEX BUDGET 2024/25**

3.1 SFC Funding for 2024/25 amounts to a total of £850,260. The high-level budget is contained in appendix 1.

3.2 The College commits to ensuring that capital projects allocated against specific tranches of funding are progressed throughout the academic year.

3.3 There has been some deviation in planned projects owing to competing priorities that have arisen during the year. The College will review outstanding projects in budget from 2024/25 for relevance in 2025/26 and move them into the new academic year if required.

3.4 The quarterly CAPEX meeting with curriculum Heads, the Head of Facilities, the Head of MIS, the Head of Finance, the Management Accountant and the Procurement Manager continue in the College enabling discussions on prioritisation of works requested. The next meeting is scheduled to take place on 15 May 2025.

3.5 Details of proposed 2025/26 capex projects will be discussed at the meeting on 15 May 2025 and brought to SLT and the Board for final approval in June 2025.

**4. RISKS AND ASSURANCES**

4.1 The main risks are:

4.1.1 That there are insufficient funds for capital project and maintenance requirements,

4.1.2 That there is now an incorrect allocation of funding against repair or maintenance costs in 2024-25 which would be in breach of the SFC's terms and conditions of funding;

4.1.3 that there is a lack of accuracy in the reporting of capital projects; and

4.1.4 that works are not authorised prior to commencement of projects.

4.2 However, committee members are reminded that Capital expenditure continues to be a focus for the College and regular monthly reporting and communication with the respective faculty managers helps to ensure that spend is allocated against specific projects within the required timeframe.

4.3 Furthermore, the Finance team intend to launch a Capital Investment Policy and Procedure to support the procurement of larger capital works and to better inform decision-making processes on areas of priority in alignment with the College's strategic aims.

## **5. EQUALITIES**

5.1 There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report.

## **6. RECOMMENDATIONS**

Members are asked to:

6.1.1 note the level of capital investment that has been incurred for the period to 31 March 2025 (not yet audited); and

6.1.2 to note the College's continued plan for spend with some deviations in response to competing priorities that have arisen during the year.

## APPENDIX 1: CAPEX BUDGET 2024-25

CAPEX 24-25		
Curriculum Area	Requirement	Cost including VAT £
Built Environment	Change of use for LG93, currently a Lab that sits in my curricular area.	16,000.00
Built Environment	Large Screen TV required	3,000.00
Built Environment	Plumbing area, depending on room given it may require changes to run curriculum.	16,000.00
Hairdressing, Beauty & Make-up Artistry	Hairdressing salons Backwashes in salon 220,222 & 226 need updated.	10,000.00
Life Sciences	Clever touch screen x 1.	3,200.00
Early Education and Childcare	Hard flooring in Childcare classrooms.	10,000.00
Early Education and Childcare	Outdoor Classroom.	10,000.00
Early Education and Childcare	Air Conditioning R130.	10,000.00
Business Management and Media	Dedicated room to create simulated Digital Media and IT Software	30,000.00
Health and Social Care	Lap top trolley (for 20 laptops).	1,000.00
Hospitality, Events, Police and Legal Studies	Re-fresh of Bistro area.	7,000.00
Wet Trades	Extend Plastering Skills Test bays.	5,000.00
Facilities	Cladding repairs	40,000.00
Facilities	Access Control - initial capital outlay	100,000.00
Facilities	Install, commission and training of staff of Computer Aided Facilities Management System (5 Licences)	5,000.00
Facilities	Canteen investment	50,000.00
HR	Office Reconfigurations (HR, Principalship, Support Areas)	95,000.00
MIS	Student Records System - additional spend for 24/25 estimate	140,000.00
MIS	MIS IT Spend 2024/25	169,560.00
Contingency	e.g. boilers/burners/re-tarmac of car park/revolving front door/Finance System	129,500.00
<b>TOTAL</b>		<b>850,260.00</b>

**FINANCE AND RESOURCES COMMITTEE**

<b>DATE</b>	13 May 2025
<b>TITLE OF REPORT</b>	CLIC Innovation Centre for Sustainable Development (CSD) funded by Innovate UK Further Education Innovation Fund: An Update
<b>REFERENCE</b>	06.3
<b>AUTHOR AND CONTACT DETAILS</b>	Anne Doherty <a href="mailto:Anne.Doherty@slc.ac.uk">Anne.Doherty@slc.ac.uk</a>
<b>PURPOSE:</b>	To update the Committee on the progress of CLIC Innovate UK project
<b>KEY RECOMMENDATIONS/ DECISIONS:</b>	The Committee is recommended to: <ul style="list-style-type: none"> <li>• Review contents of the paper;</li> <li>• Take assurance from the work ongoing within Alternative Funding to quantify outcomes and mitigate risks going forward.</li> <li>• Recognise the significant impact of this project on future initiatives and possible funding opportunities for the College.</li> <li>• Acknowledge the potential leverage the project represents in the college transformation agenda and its forthcoming Strategy 2025-2030.</li> </ul>
<b>RISK</b>	<ul style="list-style-type: none"> <li>• The financial risk to the College through failure to maximise potential available funding because of poor uptake with local businesses, and</li> <li>• Reputational risk to the College through failure to support and progress initiatives with local businesses.</li> </ul>
<b>RELEVANT STRATEGIC AIM:</b>	<ul style="list-style-type: none"> <li>• Successful Students</li> <li>• The Highest Quality Education and Support</li> <li>• Sustainable Behaviours – Growth and Innovation</li> </ul>
<b>SUMMARY OF REPORT:</b>	<ul style="list-style-type: none"> <li>• The UKRI CLIC project entered its Phase 2 from 1<sup>st</sup> April 2025 for another 12 months to 31<sup>st</sup> March 2025.</li> <li>• Confirmation of funding was officially announced at the CLIC Celebration of Success event taking place in the Social Hub with 76 guests in attendance.</li> <li>• The project was extended based on similar funding allocation to Phase 1, with similar output/outcome targets (230 businesses engaged in Phase 2, including businesses needing continued support from Phase 1</li> <li>• At the end of Phase 1, the final claim return was on budget.</li> <li>• Phase 1 achieved 34 businesses signed up to the CLIC; over 250 business employees signed up with the project.</li> <li>• Phase 2 started confidently with already 3 companies signed-up (figures from mid-April) and a planned programme of workshops.</li> </ul>

	<ul style="list-style-type: none"> <li>• Based on its recognised branding and impact in the region, the CLIC team continue to promote the initiative and do not foresee any immediate risks to accessing the full Phase 2 allocation of £195k and meeting the 38 companies to be signed-up for innovation support.</li> <li>• Further updates and developments will be brought to the August 2025 Committee meeting.</li> </ul>
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## 1 INTRODUCTION

1.1. This paper provides an overview of progress of the UKRI funding for CLIC Innovate project.

## 2 CLIC INNOVATE UK

2.1 The Glasgow City Region colleges secured another £1.2M to consolidate their now established network of 6 innovation centres across the region. South Lanarkshire College is the Innovation Centre for Sustainable Development and is engaging with local business support networks. Funding is in place until 31 March 2026 and the College stands to recognise £195k of funding through its delivery of the programme, in addition to the initial £191K.

2.2 The expected contract outcomes for South Lanarkshire College are as follows:

2.2.1 A requirement for each participating College to formally sign up 33 businesses in Phase 1 through the CLIC portal ([clic.network.com](http://clic.network.com)), and another 38 in Phase 2. South Lanarkshire College Innovation Centre return a figure of 34 businesses signed-up for support and has recorded 38 to date.

2.2.2 As a result, it is expected that 10 businesses per college in each Phase to adopt new innovative practices, either new products or new processes. Their innovation journey must be charted through the CLIC platform digital innovation maturity assessment.

2.2.3 20 college staff members (4 per college) were trained to improve their understanding of innovation and be able to diffuse this understanding to college and employers. Another cohort to be trained in Phase 2.

## 3 ACTIVITY TO DATE (PHASE 1 TO 31<sup>st</sup> March 2025)

3.1 The team have been very successful in using their own business contacts to assist businesses become more sustainable and sustainability aware to be able to grow their business and become more efficient in their practices.

3.2 Student projects have been key to supporting a number of businesses and students have benefitted from industry experience in digital areas, for example, and the businesses get help from these students; and other avenues such as training needs are being explored with a view to doing webinars and full cost recovery courses.

3.3 As a result of the events held to date, 34 businesses have now either completed the online assessment tool or are working with SLC CSD to complete the assessment. For those

businesses who have completed the assessments, the CSD team are looking to deliver value-added innovation within these businesses. Examples of the type of collaboration that is being developed are:

- 3.4 The CSD team continue working with We Love Lanarkshire who are currently marketing the CLIC project to their members. We Love Lanarkshire have completed the assessment tool, and their initial assessment uncovered a need and a desire for an app to complement their current website, adding value for their subscribed members and attracting new members. SLC students and We Love Lanarkshire are collaborating at present to build their website. Further innovative opportunities are likely to arise following this collaboration.
- 3.5 Future workshops and events are being planned, providing networking opportunities within the CLIC community while delivering part of the business needs and support required by those businesses who have completed the innovation assessment.
- 3.6 The CSD team continue to work closely with stakeholders in the innovation and business engagement ecosystems.

#### **4 FINANCE**

- 4.1 The College stands to gain a total of £191k from the project in Phase 1 and £195K in Phase 2. The project ensures that the College is earmarked as a hub for 'Sustainable Development', generating valuable connections with local businesses.
- 4.2 This will provide a platform for the College to promote itself to the 110 businesses that have been involved with our innovation centre. We will be promoting full cost recovery courses that are intended to generate further commercial income growth.
- 4.3 Costs are recovered by way of quarterly claims. The independent examination of quarterly claims is being undertaken by the accountancy firm, Henderson Loggie, at a cost of £1,200 including VAT per College, per claim. All 8 claims will now need to be audited (against 2 before Phase 2 was considered), as the project is now over the threshold value of £2M.
- 4.4 For performance against outcomes: please refer to the table at the end of the document.

#### **5 EQUALITIES**

- 5.1 There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report.

#### **6 NEXT STEPS**

- 6.1 The next steps internally for the college involve:
  - 6.1.1 Continued monitoring of business engagement and sign up by businesses on the CLIC web portal and the attendance at events to encourage wider engagement.
  - 6.1.2 Ensuring and continuing the effective publicity of the project through marketing and social media channels.
  - 6.1.3 On securing interactions with a business, ensuring that opportunities are taken to advertise the wider portfolio of full cost recovery programmes listed on the College website.
  - 6.1.4 Devising an approach internally to ensure that the College keeps in touch with businesses who engage through the CLIC project.
  - 6.1.5 Scheduling the dates for proposed events in 2025 to continue to foster relationships and tangible outputs through business engagements.

- 6.1.6 Scoping out and documenting case studies in the form of 10 businesses who have adopted new innovative practices, in order to meet the key deliverable of the project.
- 6.1.7 To date, the team have been working closely with 11 businesses, providing support leading to the initiation and adoption of innovative practices. They are also working with several companies only just starting on their innovation journey and which will be supported on their innovation maturity journey.
- 6.2 The next step for the consortium of Glasgow City Region colleges is:
- 6.2.1 Scoping out a new plan to take the CLIC to the next level with suitable funding and staff resources to deliver a sustainable extension to the current project.
- 6.2.2 Preparing for a likely extension of the project for another year. Waiting for confirmation in writing from Innovate UK.

## **7 RISK AND ASSURANCE**

- 7.1 The following risks have been identified for Phase 2.
- 7.1.1 The College must ensure that the project is appropriately staffed. We are confident that with a new structure and the appointment of the new Vice Principal the project will deliver on its targets and expand to be embedded in all college activities.
- 7.1.2 The financial risk to the College through failure to maximise potential available funding because of poor uptake with local businesses.
- 7.1.3 Reputational risk to the College through failure to support and progress initiatives with local businesses.
- 7.2 The CLIC team will continue to publicise and organise events to support with the full delivery of the programme. The College also commits to a timely response in relation to audit queries received on claims submitted so as not to delay any forthcoming payment of funding. An independent evaluator for the project has been appointed to review findings and outputs from the work undertaken against the aims of the project to ensure validity of claims.
- 7.3 The team continues to supplement the initiative through the marketing and promotion of other full cost recovery, commercial course offerings with the support of the curriculum areas, where possible.
- 7.4 The CLIC project has been shortlisted as Finalist for The Herald (Further and) Higher Education Award under 2 categories:
- Outstanding Business Engagement in Colleges Award
  - Innovative Use of Technology Award
- 7.5 The awards ceremony will take place at the Radisson Blu, Glasgow on 29<sup>th</sup> May 2025.
- 7.6 The same/or similar submissions will be submitted for the CDN awards 2025.
- ## **8 DISSEMINATION AND COMMUNICATION**
- 8.1 All Board members will continue to be invited to each of the CLIC events.
- 8.2 We encourage board members to follow the College Local Innovation Centres (CLIC) on Linked-In

- 8.3 Marketing and social media communications remain highly important for the success of this project. Case studies, testimonials will be gathered and shared on our website and on the CLIC web portal. The work of the students who have participated in or supported the project will also be recognised through marketing campaigns highlighting the benefits to our student community.
- 8.4 Coordination with groups of staff internally is also key, such as the CCAT team, which has an interest in sustainable practices, and lecturing staff who will be delivering the programmes. Regular updates will be brought to SLT regarding the progress of the initiative.
- 8.5 The College Consortium had a very successful a Celebration of Success event in March 2025 with 76 representatives.
- 8.6 Press releases were shared on social media.
- 8.7 Activities and events are actively promoted through Linked-in.

## **9 RECOMMENDATIONS**

- 9.1 Members are recommended to:
  - 9.1.1 Review contents of the paper;
  - 9.1.2 Take assurance from the work ongoing within Alternative Funding to quantify outcomes and mitigate risks going forward.
  - 9.1.3 Recognise the significant impact of this project on future initiatives and possible funding opportunities for the College.
  - 9.1.4 Acknowledge the potential leverage the project represents in the college transformation agenda and its forthcoming Strategy 2025-2030.

## ANNEX 1: CLIC PHASE 1 UPDATE – as per 4.5 above – Performance against targets

OUTPUTS	TARGET	ACTUAL	COMMENT
Innovation Centre for Sustainable Development created	1	1	Launch on 25 <sup>th</sup> September 2024.
Businesses engaged and signed up	33	37 businesses currently registered through the CLIC digital assessment platform.	
Businesses participating as delegates or deliver partners		110	
Employees engaged	33	<b>35</b> business representatives at initial Launch of Innovation Centre for Sustainable Development (25 <sup>th</sup> September 2024). Plus 7 representatives of business support partner organisations keen to be part of the innovation centre community.	With Michael Cusack, ACS Clothing and Elizabeth Halliday, Morgan Sindall
		<p>“Let’s Talk Digital” - Business breakfast on 21<sup>st</sup> November held at SLC incorporating workshops on Digital Marketing and AI.</p> <p><b>7</b> businesses represented that are new to the CLIC network and engaged on the day, 2 of which submitted digital maturity assessments.</p> <p><b>4</b> businesses present as part of their innovation journey, supported by the CLIC Centre for Sustainable Development.</p>	With Rebecca Beveridge and Chris Sumner
		<b>11</b> at “Our Journey to a Greener Future” on 9 <sup>th</sup> December 2024	With Mark McGonigle, Dalkia
		<b>53</b> at the “Supply Chain Collaboration: Building a Sustainable Future Together” – 23 <sup>rd</sup> January 2025	With Lewis Quinn, Sustainability Manager at Morgan Sindall and Dougie Aitken, CEO of Lochlie
		Marketing event – 4 <sup>th</sup> February 2025	With Rebecca Beveridge and Jamie McCoy

		Think Partnership Workshops organised by South West Hub – 20 <sup>th</sup> February 2025	With Ray Black, Think Partnership, Morrisons and Turner Townsend
<b>OUTCOMES</b>	<b>TARGET</b>	<b>ACTUAL</b>	<b>OUTCOME</b>
Businesses adopting new innovative practices	10	11	Businesses having started a process of initiation and adoption of innovative practices which will be charted and evidenced through the initial assessment and a final assessment on the CLIC platform.
<b>LONG-TERM IMPACT</b>	<b>TARGET</b>	<b>ACTUAL:</b>	<b>OUTCOME</b>
Businesses receiving innovation training	3	4 staff members trained at City of Glasgow College	Culture shift for an innovation approach across the curriculum and in conjunction with our Climate Change Action Team.
<b>WIDER IMPACT</b>	<b>TARGET</b>	<b>ACTUAL</b>	<b>OUTCOME</b>
Engagement with businesses that would otherwise face barriers to accessing business support	N/A	To be captured at the end of the project.	Overall project target. Consortium looking to develop tool allowing for monetary return on investment to be calculated.