

South Lanarkshire College

Finance and Resources Committee

Meeting to be held on Wednesday 5th September 2018

at 17.30 hours in the Boardroom

AGENDA

1. Apologies
2. Declaration of Members' Interests
3. Minutes of Previous Meeting 10 May 2018
4. Matters Arising
5. Head of Finance Report
6. Management Forecast - 2017/18
 - Commentary (Appendix 1A)
 - P & L - 12 months to July 2018 (Appendix 1B)
 - P & L - 3 months to July 2018 (Appendix 1C)
 - Balance Sheet as at 31st July 2018 (Appendix 1D)
 - Cashflow Return to SFC (Sept 2018) (Appendix 1E)
7. Budget - updated 5 year plan
 - Commentary on budget for 2018/19 (Appendix 2A)
 - Comparison 2016/17 – 2018/19 (as updated) (Appendix 2B)
 - Forecast P & L - 6 years to July 2023 (as updated) (Appendix 2C)

Papers issued subsequent to the Meeting

 - Commentary and Risk Report on 5 Year Forecast (Appendix 2D)
 - Financial Forecasting Return (Appendix 2E)
8. Procurement Update (Appendix 3)
9. Audit Scotland Report – “Scotland’s Colleges 2018” (Appendix 4)
10. Estates
 - Estates Update (Appendix 5A)
 - Energy Consumption (Appendix 5B)
 - Summer Programme of works (Appendix 5C)
11. Estates Revaluation at 31st July 2018 (Appendix 6)
12. AOCB

**South Lanarkshire College
Finance and Resources Committee (Board of Management)
Held on 5th September 2018**

Present Andy Kerr (Chair)
 Stewart McKillop
 Stuart Dillett (by phone)
 Clare Gibb (by phone)

In Attendance Keith McAllister
 Angela Martin

Apologies Angus Allan

1. Declaration of Members' Interests

Mr McKillop and Mr Kerr declared their membership of The Lanarkshire Board.

2. Minutes of the Previous Meeting

The minutes of the meeting held on 10th May 2018 had previously been approved by the Board of Management.

3. Matters Arising

Draft Indicative Budget – Mr McAllister drew members' attention to the changes on this document. He explained that this was largely due to the variance between the anticipated and actual grant-in-aid figure and the changes that this had made necessary in other lines.

Lennartz – the College has now come to the end of these repayments. This was an annual cost of £200K with the real benefit being the positive change to cashflow.

4. Head of Finance Report – September 2018

Management Forecast – 12 months to July 2018

Mr McAllister stated that the forecast for the 12 months to July 2018 as at August 2018, shows a lower surplus than that predicted in April. While some income lines are up, forecast salary increases utilising best estimates with regard to recent National Bargaining note are also up.

Discussion took place in regard to the impact of the pay awards through National Bargaining and the awards which remains outstanding.

Mr McAllister stated he wished to highlight net depreciation. The land and buildings had been revalued for the 2017/18 financial statements but the change in depreciation had not been incorporated into the 2017/18 management accounts as yet.

Mr Dillett enquired as to the periodic requirement for valuations and was informed the required period is every three years.

Ms Gibb questioned if given that the value of the building has gone up, had the insurance been flexed to reflect this. Mr McAllister stated that this was done with the insurance company every year and the insurance was calculated to cover what was considered to be the rebuild cost.

Management Forecast – Year to 31st July – Balance Sheet - (Appendix 1D)

Mr McAllister stated that this did not include the building revaluation or the revalued pension contributions. Discussion took place regard the year on year fluctuation of the latter and the impact on the profit and loss forecast.

Members discussed where budgets had been reduced to ensure the College maintained a balanced budget. Mr McAllister stated that like any viable business, the College worked within its financial means.

The Principal stressed that in previous years the College had not been able to invest in certain areas and had made cuts where possible. However, receiving the £1.3 million estates funding for essential backlog maintenance would allow many areas to be updated. The most significant spend to date from this fund has been on IT. Mr McAllister stated that the areas of spend would have to follow the areas identified in the condition survey carried out by the consultants Gardner Theobald. He added that funds had to be committed by the end of March 2019.

Ms Gibb stated that it had to be highlighted that there was a cost to keeping to a balanced budget in terms of the impact on required investment in facilities and resources but she welcomed the update on the additional estates monies. She added however, that a watching brief would need to be kept going forward.

The Principal assured members that the Committee and the full Board would be kept fully updated on this with any areas of concern being highlighted.

Monthly Cashflow Forecast – September 2018 - (Appendix E)

Mr McAllister stated that a copy of this document also goes forward to The Lanarkshire Board. He added that the College was happy to have avoided the use of the overdraft facility as this was a major short term objective at the last 5-year budgeting exercise.

Discussion took place in regard to the accessibility of an overdraft facility since the instruction to move banking providers. Members considered the options open to the College and agreed that it was important that the overdraft facility was retained. Details were given on the costs attached and agreed that this should continue, especially in light of the timing of funding and demands of National Bargaining.

Members sought further clarification on Lennartz. Mr McAllister stated that this was now repaid in full. He added that the involvement of the external body to advise on the way forward in this area had proven a most worthwhile investment, with a significant saving on what the College had had to repay.

Mr McAllister asked that members note the Funding Council amendment to the range of returns to be made by colleges. More emphasis was now being placed on the Cashflow Return with the removal of the quarterly Resource Return. An in-year financial forecast will be required in January/February.

Members then formally noted the review of the Management Forecast for the year to July 2018 and the cashflow return submitted to the Funding Council.

Draft Budget for 12 Months to July 2019 (Appendices 2A and 2B)

Members' attention was drawn to the content of the commentary on the budget and forecast. The College is forecasting a balanced budget but this must come with a caveat for the implications of any increases re National Bargaining that may arise during the year. Modest increases in income and expenditure have been incorporated into the model.

Mr McAllister stated that the College would continue with its policy of producing a balanced budget and addressing its cashflow situation per its plan for financial sustainability.

The allocation of core funding re 2018/19 has been confirmed by the Scottish Funding Council to the Lanarkshire Region and agreement on the split had been reached. It was reported that this split was different from the indicative allocation reported to the May meeting of the Committee^[AK1]_[AM2].

The College has an updated activity target figure which is marginally higher than the previous year's figure due to the allocation of additional credits through the Scottish Government's initiative relating to childcare provision.

Mr McAllister explained the notional assumptions given by the Funding Council and the assumptions made in the budget and the impact this may or may not have. Mr McAllister stated that he was due to speak to the Scottish Funding Council the following day on their forecasting assumptions and this may result in a change to the budget forecasts for 2018/19 and for the rest of the 5-year forecasting period. Mr Dillett stated that that would require the ongoing flagging up of changes to the Committee. It was agreed that this would be done and any changes would be highlighted via an updated draft.

Members reiterated in discussion that the College's intent would always be to balance the budget and spend within its means.

Draft Operating Budgets for Financial Forecasting Return as at 25th August 2018 – 5 years from 2018/19 to 2022/23 – (Appendix 2C)

Mr McAllister drew members' attention to the detail of this document, stating that, as noted in the preceding 2018/19 budget discussion, any changes to the figures would be circulated to the Committee prior to their distribution to the Board. He added that the Funding Council's template would also be presented to the Board of Management at the September 2018 meeting.

Detailed discussion then ensued regarding the loss of European Social Funding in 2022/23 and the problems this may cause for colleges. Mr McAllister stated that in his dialogue with the Funding Council he would stress the College's inability to absorb this level of loss of funding. Indeed, he would be seeking clarification of what would be done to meet this shortfall by the Scottish Funding Council.

Ms Gibb stated that it was important that this was flagged up to the full Board. Members discussed the place of the Committee and Board in ensuring that a due process of

agitation^[AK3]^[AM4] was in place. Mr McAllister stated that he had highlighted the issue of ESF as part of his report drawn up on Brexit while seconded to Scottish Government.

Mr Dillett asked if the funding would definitely remain intact until 2022 given the deadline for Brexit. Mr McAllister stated that this was the case but should notification be given that no replacement funding was to be forthcoming for 2022/23 then the College would have to address this significant change in activity. Members discussed the impact of removal of ESF on both the Sector and the UK as a whole. Explanation was given of the split of ESF across the Sector and the reasoning behind allocations.

Members then focused on the allocation of the SFC-Backlog Maintenance Grant. It was explained that these monies had to be committed by March 2019. Clarification was sought on the process attached and Mr McAllister stated that this had been the first year of this format. He did not know if this tranche of funding would be repeated, but it would be prudent not to assume that it was. He highlighted the decrease in the annual Capital and Maintenance allocation made by SFC, which had reduced by 40% in 2018/19, the latest in a series of decreases.

Mr McAllister asked members to note the significant pressure on salaries from National Pay Bargaining. There are still agreements outstanding at this time and the budget has an estimate of increases based on the understanding of the likely outcome of the negotiations plus the agreed level of increases re harmonisation. He stressed that there is a degree of volatility in salary awards and the College is subject to national agreements which may give rise to cost pressures in years to come.

Detailed discussion followed regarding the suggested percentage assumptions made by the Funding Council and the percentage incorporated in the draft budget. Mr McAllister stated that going forward the demands due to salary cost may prove unrealistic to meet if these were not supported by the Funding Council beyond the period flagged up. In the coming 5-year period serious consideration will be needed on the need to increase alternative funding and commercial activity. Members agreed the importance of continuous monitoring and discussion at Committee and Board level of the way forward.

It was agreed that in light of the budget and the assumptions made, a schedule be produced for the Board highlighting the risks. Mr McAllister will add this document to the Board papers along with the Financial Forecasting Return.

To recap, Mr McAllister added that he would be seeking guidance from the Funding Council on the levels of assumptions and would feedback any changes to the Committee in advance of publication to the Board of Management. Members were happy to agree but asked that a clear commentary on the changes and impact be part of the paperwork.

Procurement Update

Mr McAllister drew members' attention to the document produced by the APUC Secondment Officer. Discussion took place regarding the benefits and mitigation of procurement risk.

In regard to the table of contracts produced, members asked that those new contracts since last meeting should be highlighted for appropriate scrutiny. This would be fed back by Mr McAllister.

Auditor General Report – Scotland’s Colleges – prepared June 2018

The Principal drew members’ attention to the areas of the report pertinent to The Lanarkshire Region and South Lanarkshire College.

Members raised concerns regarding Regional issues raised in the report and the reputational risk for South Lanarkshire College. Also they sought assurance that there could be no attempt to move staff between organisations. The Principal stated that staff could not be moved without the express agreement of South Lanarkshire College or its Board of Management. Members agreed that this was reassuring and that any attempt otherwise should be highlighted to the Board immediately.

Discussion took place in regard to the performance indicator statistics shown in the report. Ms Gibb stated that this continued success on the part of the College must be highlighted to the Board of Management.

Estates Update

Members noted the detail given on estates, energy consumption and the Summer Programme of works.

The Principal stated that since he and Ms Gibb had met, improvement had taken place in this report but work still needed to be done to ensure the Committee was receiving the most pertinent information. Ms Gibb stated that she had seen a considerable move forward but would welcome further discussion. It was agreed that Ms Gibb and the Principal would have a meeting to make further changes to the reporting format.

Estates Revaluation

Members noted the content of the estates valuation carried out in July 2018. This is required every three years for accounts purposes.

Mr McAllister drew members’ attention to the changes since the last valuation in July 2015. He added that the revaluation figure would affect the College’s depreciation charge for the year. This would be shown in the financial statements and would affect the management accounts but not, of course, involve any diminution of cash. An estimated depreciation charge taking this into account has been incorporated into the 5-year forecast.

Members noted the changes and content of the valuation and the potential effect on the financial statements going forward.

There being no further competent business, the Chair closed the meeting by thanking everyone for their attendance.

SOUTH LANARKSHIRE COLLEGE

Finance and Resources Committee

Meeting of 5th September 2018

HEAD OF FINANCE REPORT

1 Introduction / Purpose of Report

The main purpose of this Report is to present the College's management forecast for the 12 months to July 2018, the draft budget for 2018/19, and the 5 year forecast for the period to 2022/23.

The Funding Council issued their finalised Grant in Aid allocation for 2018/19 in May and, in the ensuing period, there was a reallocation of activity within the Region.

2 Executive Summary

2.1 Management Forecast – 12 months to July 2018

The Management Forecast shows a projected surplus for the 12 months of £9k – see **Appendix 1B**. **Appendix 1A** provides a commentary on the forecast. **Appendix 1D** is the forecast Balance Sheet.

As noted previously, the Region was awarded strategic funding to address the low level of activity rate funding relating to ESF activity. The College was also awarded additional credits in April 2019, the income from which has increased the projected surplus for the year.

Appendix 1E is the Cashflow Return for the period to July 2019 provided to the Funding Council in September 2018. This shows that the College is hopeful of not having to use its overdraft facility in the year to come.

Members should note that the Funding Council has amended the range of returns which the colleges must make, with more emphasis being placed on this Cashflow return and the removal of the quarterly Resource Return. An in-year financial forecast will be required in January / February.

Members to review and note the Management Forecast for the year to July 2018 together with the return made to the Funding Council re Cashflow.

SOUTH LANARKSHIRE COLLEGE

Finance and Resources Committee

Meeting of 5th September 2018

HEAD OF FINANCE REPORT

Executive Summary (continued)

2.2 Draft Budget for the 12 months to July 2019 (Appendix 2)

The Committee is referred to **Appendix 2A** for a commentary on the budget and the forecast, attached as **Appendix 2B**. The College is forecasting a balanced budget but this must be caveated for the implications of any increases re national bargaining that may arise during the year. Modest increases in income and expenditure have been incorporated into the model.

Review the draft Budget for the 12 months to July 2019 and recommend its approval to the Board of Management.

2.3 Draft Forecast for the 5 years to July 2023 (Appendix 2C)

The Committee is referred to **Appendix 2C** for the draft forecast for the 5 years required by the Funding Council. A full commentary and the Funding Council's template will be presented to the Board of Management.

Throughout the period, the College is, again, forecasting a balanced budget but this must be caveated for the implications of any increases re national bargaining that may arise during the year. Modest increases in income and expenditure have been incorporated into the model.

Account has been taken of the Funding Council's guidance on activity levels and, in particular, the ending of ESF activity in 2021/22. The Funding Council are revisiting the allocation of activity and the College has made the assumption that there will be a decrease in activity levels of 2.9% in 2022/23, but there is planned to be an increase in credit value.

Modest increases in costs have been incorporated into the model but more challenging income targets must be set to compensate for anticipated cost increases. The increased income targets are seen to be realistic, given the level of current alternative income activity.

Review the draft forecast for the year to 2022/23 and recommend its approval to the Board of Management.

SOUTH LANARKSHIRE COLLEGE

Finance and Resources Committee

Meeting of 5th September 2018

HEAD OF FINANCE REPORT

Executive Summary (continued)

2.4 Procurement Update (Appendix 3)

As noted previously, the College now has a dedicated Procurement Officer who has been seconded from Advanced Procurement for Universities and Colleges (APUC). The post-holder works with the Head of Finance and leads the College on meeting its legal responsibilities and on obtaining best value for money, working with their opposite number at New College Lanarkshire re bringing a Regional perspective to procurement.

The Procurement Officer is also working on a Procurement Strategy and this will be presented to the next meeting of the Finance and Resources Committee.

Members are asked to note the work being undertaken in the area of procurement.

2.5 Audit Scotland Report – Scotland’s Colleges 2018 (Appendix 4)

Audit Scotland produces an annual review of the college sector accounts and this is presented as **Appendix 4**. This gives a review of the financial and academic performance of the college sector for the 2016/17 academic year.

Members are asked to note the results of the report noting, in particular, South Lanarkshire’s performance in comparison to its peers.

2.6 Estates Report (Appendix 5)

Attached, as **Appendix 5A**, is the report from the College’s Head of Facilities. The Report gives an overview of the Estates function including work being done on improving the College’s carbon footprint and procurement initiatives.

Attached as **Appendix 5B** is a summary of energy consumption which will be updated each quarter. **Appendix 5C** details the work undertaken during the summer break.

Members are asked to note the contents of the Report and the work being done on the College estates.

SOUTH LANARKSHIRE COLLEGE

Finance and Resources Committee

Meeting of 5th September 2018

HEAD OF FINANCE REPORT

Executive Summary (continued)

2.7 Estates Revaluation (Appendix 6)

Attached as **Appendix 6** is a summary of the estates valuation carried out as at July 2018. This is required every three years for accounts purposes and the comparatives with the previous valuation have been incorporated into the paper.

This revaluation figure will affect the College's depreciation charge for the year, but this has not been brought into the figures for 2017/18 (see **Appendix 1B**) above. This will be undertaken for the financial statements and it will affect the management accounts but not, of course, involve any diminution of cash.

However, an estimated depreciation charge taking into account this revaluation has been incorporated into the 5 year forecast (see **Appendices 2B and 2C**).

Members will note that the 2018 valuation includes the new building and that the increase in valuation is not so significant as to adversely affect the financial statements to any great degree.

Members are asked to note the contents the valuation and its potential effect on the financial statements going forward.

Procurement Update

Overview

South Lanarkshire College is continuing to make progress on procurement process and procedure.

Financial thresholds for Procurement were set and approved by the Finance Committee of the Board of Management in May 2018. Information detailing the thresholds will be made available to the College staff through the Intranet and via departmental / faculty meetings. It is also proposed that staff training is made available at the College staff training days, and through communication at the CMT meeting.

The collaborative contract for the supply of electricity has shown a recent slight price increase. However, this increase is across the market, and is due to increases in the non-energy costs over which the energy market, have no power as these are determined by the National Grid. Therefore, an alternative contract would unlikely have provided any further best value.

Analysis of the waste contract, which was tendered collaboratively with New College Lanarkshire, shows continuing savings against the previous contract. However a requested increase in the number of collections have reduced the savings initially predicted. That said, , the increase in collections is being viewed as positive as it means that waste from the College is now being disposed of more in keeping with current requirements and shows great improvement in terms of sustainability.

Collaborative Opportunities

Collaborative spend for the College has shown an increase from 15% in 15/16 to 25% in 16/17. The following contracts are recently awarded:

- Water Supply (Scottish Procurement)
- PPE and other Work Wear (collaboration with NCL, Forth Valley, West Lothian, Ayrshire and Fife, Colleges)
- Cleaning Supplies (APUC Framework)
- Barber Kits (APUC Framework)
- ICT Switches (Scottish Procurement)
- Non-Life Insurance (APUC Framework)

And the following tenders are in progress:

- Water Quality Management (APUC Framework)
- IT Workstations (NDNA Framework)
- IT Servers (SSSNA Framework)
- Student Information Management System (APUC Framework)
- Catering Supplies (TUCO Framework)

Finance Regulations and Procedures

The Financial Regulations are currently under review and the Procurement Manual has been updated in line with recent legislation, with defined processes and procedures. The manual is currently in its first draft but following approval, shall be made accessible to all College staff.

Procurement Strategy

The College is not obliged to publish a Procurement Strategy as the total annual spend for the College is below the required minimum. However, a Procurement Strategy and Action Plan has recently been completed and will be published following approval of the Board.. This will be in line with best practice and reflect the College's regional partner, New College Lanarkshire.

Procurement Annual Report

The College is not obliged to publish a Procurement Annual Report as the total annual spend for the College is below the required minimum. However, a Procurement Annual Report is currently under development. This will be in line with best practice and reflect the College's regional partner, New College Lanarkshire.

Operational Procurement Review

An Operational Procurement Review was completed in January 2017. The College was provided with positive feedback and an action plan is to be completed against this report to further develop Procurement. The next OPR will take place in early 2020.

Sustainability

Sustainability continues to be a key focus in Procurement.

Further discussions with the catering supplier, Inspire, concluded that changing all the packaging used in the College canteen would not be the best solution as the waste would still be required to be disposed of correctly and as this cannot be guaranteed, the impact upon the environment would not necessarily be lessened. Further consideration in this area continues.

The number of waste collections has increased which is due to the staff and students having been better educated on how to dispose of waste. Waste containers are now being filled properly and the waste disposed of more efficiently.

Several departments within the College agreed to move to recycled paper for printing.

It is hoped that with the staff becoming further educated on Procurement, and how this links to Sustainability, that more opportunities to include sustainability in upcoming tenders will arise. The Supply Chain Manager continues to attend the Sustainability Group meetings to obtain information on anything that could be included in future procurement activities.

Contracts

Current Contracts

Requirement	Previous Supplier	Current Supplier	Award Date	Value	Est'd Annual Saving	Improved Efficiency/Benefits
Electricity	Scottish Power	EDF Energy via SP f/w	1 st November 2016	Approx £200K per annum	Approx £20K	Benefit from framework contract conditions and contract management
Gas	Total Gas	Total Gas via SP f/w	Planned to be 1 st Feb 2017	Approx £78K p.a.	Approx £12k	As above
Multi-functional devices	Ricoh	Capital Solutions	October 2016	£28k per annum	Approx £7.5k	As above
Waste Management	Viridor	William Tracey	Sept 2017	Previous –approx. £73K		Improved efficiency through use of one supplier and rates through collaborative contract
Mobile Phones	EE	EE	November 2017	TBC	TBC	Benefit from collaborative contract conditions, contract management and rates
Firewalls		XMA Ltd	July 2017	Approx £74K	£2K	
Taxis	EK TOA	EK TOA	July 2018			Benefit from rates from collaborative contract with NCL
Water Supply	Business Stream	Anglian Water via SP f/w	May 2018	Approx £38K per annum	Benefit from framework contract conditions and contract management	Transfer to framework complete
Nursery Provision	Bertram	Bertram	March 2018	£148K	Increased income to the College	Staff upgraded to Glasgow Living Wage
Cleaning Supplies	Cleaning and Wiping Supplies	Bunzl	June 2018	£40K	TBC	Benefit from collaborative contract conditions, contract management and rates
Non-Life Insurance	Zurich	Zurich	August 2018	£45K p.a.	No direct saving but no increase versus previous contract	Benefit from collaborative contract conditions, contract management and rates

Upcoming Contracts

The table below contains projects that will be taken forward in the next 6 to 9 months

Requirement	Previous Supplier	Current Supplier	Est Award Date	Value	Improved Efficiency/Benefits	Comments
Water Quality Management	ECG	TBC	July2018		Potential cost savings	Mini-comp to appoint 2 suppliers for the provision monitoring and testing
Catering Supplies		Brakes	TBC		Move to TUCO framework and benefit from collaborative rates and contract conditions	
Student Information Management System		Tribal	TBC	£30k p.a.	Move to APUC framework and benefit from collaborative rates and contract conditions	Ongoing correspondence with Tribal regards moving to framework.

In addition to the tenders listed in the table, areas of high spend are to be targeted for capturing as contracted spend. Two areas which will be of priority this year are construction and food and drink for the bistro.

South Lanarkshire College

Finance and Resources Committee
of the Board of Management
September 2018

Appendix 5A

Estates Report

August 2018

Reporting period: April to June 2018

Our Mission

To ensure learners are well prepared for the future by developing their skills, knowledge and understanding in a high-quality learning environment

Our Vision

To be Scotland's leading provider of college education and training

Incorporated Services

Health & Safety – In house, managed by Facilities

Repair & Maintenance

Planned Preventative Maintenance (PPM). Ongoing throughout the year as per manufacturer's recommendations and legislation.

Larger works or works in classrooms are carried out during Easter, summer and October.

Summer works pre-log – Appendix 1

Facilities Maintenance staff are utilised as much as possible thus minimising costs of contractors.

Landscape Services

As part of the PPM, landscape maintenance is carried out by Idverde and the college's Horticulture class group. Idverde carry out regular grass and hedge cutting, weed control and general clearing of grounds. Our Horticulture class have designated areas assigned to them including focal points at front of building and large external area designed for teaching.

Winter gritting and plough services are utilised as dictated by our service agreement in conjunction with the MET office. Grit service is initiated at expected temperatures of 2 degree, and snow ploughing as per forecast by MET office. In addition our building supervisors service utilising snow blowers and grit.

Operations & Maintenance

In House – We have a maintenance team consisting of 2 multi-skilled staff and 5 apprentice painters overseen by a supervisor from the Construction faculty.

Electrical – We have one electrical contractor who is very familiar with the building as well as our processes.

Plumbing – Dependant on skill requirement, our maintenance team deal with general repairs and minor works. More complex works are carried out by our mechanical/plumbing service contractor ECG.

Service Control

Our high level/large volume maintenance and repair are contracted out to specialist businesses.

These items and contractors include:

Gas - Supply – Total Gas
Gas - College Infrastructure – ECG
Electricity – Supply – EDF
Electricity – Feed In Tarrif – Scottish Power
Electricity – College Infrastructure – Docherty Electrical
Elevators - Kone, maintaining all 5 elevators
Mechanical & Ventilation – ECG
Kitchen equipment, including refrigeration units – React Catering Services Ltd
Water – Supply – Business Stream
Water – College Infrastructure - ECG
Roofs - Roof Management Ltd
Cladding – Lakesmear
Laundry Equipment PPM & Reactive – JLA
CCTV – Connolly Security Services
Security Systems (Alarms & Access control) – Connolly Security Services
Fire Systems – Connolly Security Services (Fire Division)
Pest Control – Environmental Services Pest Control Ltd
Machine Maintenance – Inhouse
Mobile phones – EE
Telephones – Quantum Telecom and Inhouse
Waste & Recycling – William Tracey

External contracts such as above are obtained via Tendering process unless for minor works.

Capital Projects

Summary of Tenders/Energy spending
Bistro Kitchen extension – 340 – On hold
4th Floor IT office – On hold

Facilities Management Requests

Responsiveness, Cost Effectiveness & Service Quality
Internal ticket system enables monitoring and closing of completed works.
Longer term we plan on implementing a Computer Aided Facilities Management (CAFM) system.

For a list of works undertaken over the Summer 2018 period, refer to Appendix 7C

Training & Development

All staff are trained in specifics relating to their roll prior to carrying out tasks including:

Maintenance – Machinery, Relevant H&S, COSHH, Manual Handling, and any specialist training such as Fork Lift and Access equipment.

Cleaners – H&S, COSHH, recycling processes, Cleaning equipment and machinery.

Building Supervisors – H&S, COSHH, PAT, Manual Handling, Fire Alarm operations, Evacuation process, Customer relations.

Technical Administration and Management – H&S, Asset management, PAT, Internal systems, High level Fire and Security systems (CCTV, Access Control), BMS, Lighting control.

Building Cleaning

We employ 28 cleaners split between Morning and Evening shifts as well as 3 day cleaners, supervised by our 4 building supervisors.

Equipment Deployment etc. – There are 2 cleaning cupboards located on each floor serving the local areas. These are stocked from our Building Supervisors store on a regular basis, which in turn is monitored and restocked on a routine basis as well as ad-hoc for specialist one off items such as spill kits.

Sustainability

Solar PV panels produced (in kWh):

Quarterly reporting period	Workshop Wing	Annex:	Low Carbon House:	Total
Jan – Mar 2018	5,830	1,014	394	7,238
Apr – Jun 2018	11,871	4,147	701	16,719

Waste

Quarterly reporting period	Recycling & RDF %age of Total	Landfill %age of Total	Total Tonnes
Jan – Mar 2018	86%	14%	149
Apr – Jun 2018	89%	11%	113

Energy and Water Consumption

See energy report (Appendix 7B)

		Finance and Resources Committee		
			September 2018	
		Estates Report - Energy Consumption		
				Appendix 5B
Energy Consumption - all buildings				
	Gas - kWh			
	Usage in kWh	Movement over prior year quarter	Rolling Year	Movement over prior rolling year
Jul - Sep 2014	345,738			
Oct - Dec 2014	513,576			
Jan - Mar 2015	495,120			
Apr - Jun 2015	389,160		1,743,594	
Jul - Sep 2015	278,827		1,676,683	
Oct - Dec 2015	473,383		1,636,490	
Jan - Mar 2016	511,828		1,653,198	
Apr - Jun 2016	401,218		1,665,256	
Jul - Sep 2016	237,194		1,623,623	
Oct - Dec 2016	467,051		1,617,291	
Jan - Mar 2017	538,665		1,644,128	
Apr - Jun 2017	317,628	-21%	1,560,538	-6%
Jul - Sep 2017	280,471	18%	1,603,815	-1%
Oct - Dec 2017	493,079	6%	1,629,843	1%
Jan - Mar 2018	681,370	26%	1,772,548	8%
Apr - Jun 2018	328,052	3%	1,782,972	14%
	Electricity - kWh			
	Usage in kWh	Movement over prior year quarter	Rolling Year	Movement over prior rolling year
Jul - Sep 2014	461,585			
Oct - Dec 2014	574,606			
Jan - Mar 2015	552,523			
Apr - Jun 2015	459,659		2,048,373	
Jul - Sep 2015	481,660		2,068,448	
Oct - Dec 2015	610,539		2,104,381	
Jan - Mar 2016	602,567		2,154,425	
Apr - Jun 2016	458,727		2,153,493	
Jul - Sep 2016	483,927		2,155,760	
Oct - Dec 2016	611,487		2,156,708	
Jan - Mar 2017	628,662		2,182,803	
Apr - Jun 2017	461,039	1%	2,185,115	1%
Jul - Sep 2017	493,781	2%	2,194,969	2%
Oct - Dec 2017	626,917	3%	2,210,399	2%
Jan - Mar 2018	657,208	5%	2,238,945	3%
Apr - Jun 2018	518,397	12%	2,296,303	5%

Water Consumption - cubic metres				
	Usage in m3	Movement over prior year quarter	Rolling Year	Movement over prior rolling year
Jul - Sep 2014	3,159			
Oct - Dec 2014	2,306			
Jan - Mar 2015	2,963			
Apr - Jun 2015	2,371		10,799	
Jul - Sep 2015	1,724		9,364	
Oct - Dec 2015	2,208		9,266	
Jan - Mar 2016	2,842		9,145	
Apr - Jun 2016	2,295		9,069	
Jul - Sep 2016	2,331		9,676	
Oct - Dec 2016	2,851		10,319	
Jan - Mar 2017	2,838		10,315	
Apr - Jun 2017	2,776	21%	10,796	
Jul - Sep 2017	1,915	-18%	10,380	
Oct - Dec 2017	3,009	6%	10,538	
Jan - Mar 2018	3,062	8%	10,762	4%
Apr - Jun 2018	3,019	9%	11,005	2%