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If calling please ask for
Lynne Geddes
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Email:
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Date: 8 June 2017

Dear Sir/Madam

You are invited to the following meeting:

Shetland College Board
Auditorium, Shetland Museum and Archives, Hays Dock, Lerwick
Wednesday 14 June 2017 at 11.00am

Apologies for absence should be notified to Lynne Geddes at the above number.

(Please note the time of this meeting)

Yours faithfully

Executive Manager – Governance and Law

Chair: Mr P Campbell
Vice-Chair: Mr T Smith

AGENDA

- (a) Hold circular calling meeting as read.
- (b) Apologies for absence, if any.
- (c) Declarations of Interest – Members are asked to consider whether they have an interest to declare in relation to any item on the agenda for this meeting. Any Member making a declaration of interest should indicate whether it is a financial or non-financial interest and include some information on the nature of the interest. Advice may be sought from Officers prior to the meeting taking place.

- (d) Confirm minutes of meeting held on 9 March 2017 (enclosed).

ITEM

1. Development Directorate Performance Report – 2016/17
DV-32-17-d1
2. Management Accounts for Shetland College Board: 2016/17 –
Draft Outturn at Quarter 4
F-047-D1
3. Principal's Update
SCB-127
4. Tertiary Education Student Enrolments Update, June 2017
SCB-129
5. Shetland College Term Dates 2017/18
SCB-128
6. Shetland College Board Membership
GL-29-17

**(Copy to
follow)**



Meeting(s):	Development Committee Environment & Transport Committee Shetland College Board	12 June 2017 13 June 2017 14 June 2017
Report Title:	Development Directorate Performance Report - 2016/17	
Reference Number:	DV-32-17-F	
Author / Job Title:	Neil Grant - Director of Development Services	

1.0 Decisions / Action Required:

- 1.1 The Development Committee should discuss the contents of this report and make any relevant comments on the achievements of the Directorate during 2016/17, progress against the priorities set out in the Directorate Plan and contribute to the planning process for future years.

2.0 High Level Summary:

- 2.1 This report summarises the activity and performance of the Development Directorate for 2016/17, enabling Members to analyse its performance against the Directorate's Service objectives and the Corporate Plan outcomes.

3.0 Corporate Priorities and Joint Working:

- 3.1 Effective Planning and Performance Management are key aspects of Best Value and features of "Our Plan", the Council's Corporate Plan 2016-2020.
- Our performance as an organisation will be managed effectively, with high standards being applied to the performance of staff and services. Poor performance will be dealt with, and good service performance will be highlighted and shared.

4.0 Key Issues:

- 4.1 The Directorate's objectives as detailed in the Directorate Plan are the outcomes the Directorate aims to deliver in the year. We said "**what we must do in 2016/17**" was:
- reliably and safely deliver our day to day services that meet the needs of our customers;
 - meet our statutory requirements and deliver compliant services;
 - deliver our objectives to ensure the Corporate Plan commitments are met;
 - maintain our existing assets;
 - protect the environment and reduce the environmental impact of our activities;
 - address inequality- supporting those most in need and not making inequalities worse;
 - provide best value for the public funds invested in our services and Development;

Progress on Corporate Plan Outcomes

4.2 The Directorate is leading on the following Corporate Plan Commitments to work with others to:

- Help new business start ups and growth, and having a thriving social enterprise sector.
- Have a much closer match between the skills which businesses need and those that the trained workforce have.
- Invest Council funds wisely to produce the maximum benefit for Shetland's Economy.
- Achieve a sustainable model for Tertiary Education and Research.
- Increase the supply of affordable housing in Shetland.
- Implement the Community Empowerment (Scotland) Act.
- Support Communities to find local solutions, and people in Shetland to feel more empowered, listened to and supported to take decisions.
- Increase the levels of volunteering.
- Ensure that people, particularly from vulnerable backgrounds are getting access to learning and development opportunities.
- Ensure more people are getting access to high-speed broadband and mobile connections.
- Enable people to book and pay for journeys on our busses and ferries using efficient and effective systems, and there will be a system of fares that helps people on lower incomes travel to and from and within Shetland.
- Enable our communities to feel better connected using new community transport solutions developed by communities themselves.
- Have a clearer understanding of the options and the investment needed to create a sustainable internal transport system over the next 50 years.
- Influence changes to our external transport systems that meet our economic growth needs.

4.3 The Directorate is also contributing substantially to the Young People commitment to provide opportunities for young people to gain work placement experience and vocational qualifications while at school, giving them the skills they need to get jobs or continue into further education.

Directorate Achievements in 2016/17

4.4 During 2016/17 the Development Directorate:

- Led a public engagement process focusing on 'the place we live', and its effects on our wellbeing. The analysis and findings from the Place Standard engagement will inform the Local Housing Strategy, Local Development Plan, Local Transport Strategy and Local Outcomes Improvement Plan in the coming year.
- Produced a Housing Revenue Account (HRA) Business Plan.
- Secured commitment from Government of £2.561 million for 2017/18 for investment in new affordable housing as part of Strategic Housing Investment Plan.
- Worked with Community Planning partners to develop a 10 Year Plan to attract people to Live, Work, Study and Invest in Shetland.
- Developed and implemented a new Lending Service, Policy and Fund.

- Led the engagement with Transport Scotland and the Scottish Government on Specification and Fair Funding of Inter-Island Transport services.
- Refreshed the Shetland Transport Strategy and published a Main Issues Report.
- Developed a programme and body of evidence/ information to support the case for Fair Funding of Inter-island transport services and infrastructure by Scottish Government.
- Worked with colleagues in Orkney and the Western Isles to develop a draft Islands Deal as part of the Our Islands Our Future project.
- Produced a Planning Brief for the Knab Site and worked with Corporate Services to produce a Master Plan Development Scope.
- The Colleges jointly delivered Further Education (FE) activity 12% in excess of UHI target, which was the highest over performance in the UHI.
- Established a new Community Learning & Development (CLD) Partnership, and had a successful external inspection.
- Worked with the Chief Executive and Corporate team to achieve a satisfactory resolution to the HIAL runway issue.
- Established an externally funded Employability Pathway to help more people into employment.
- Delivered a programme of Participatory Budgeting and Community Choices projects, with engagement from more than 1000 people.
- Community Empowerment (Scotland) Act, worked with Corporate Services to develop and implement an Asset Transfer policy.

4.5 Appendix A is an Infographic which provides the Committee with a range of statistics to show the activities and outputs of the Directorate.

4.6 Appendix B shows progress on the key projects and actions the Directorate set out to complete or substantially progress in 2016/17. Appendix C shows the Council wide indicators and the Key Directorate Indicators to enable the Committee to monitor service delivery against our performance targets and our Directorate Objectives in 4.1.

Risk and Service Challenges

4.7 Performance monitoring and performance reporting must also consider the areas of risk arising from our operations, the service challenges the directorate faces, actions and projects which have not progressed as planned and where we don't meet Performance Indicator Benchmarks:

- Colleges Integration, plans to agree and implement an Integrated 2nd Management Team have been delayed.
- Homelessness and Temporary Accommodation, we continue to experience significant pressure on housing stock particularly in the Lerwick area, leading to long periods in temporary accommodation.
- Islands with small populations. We are already experiencing reducing numbers in some of the communities and difficulties in meeting need for example island fire crew required for island air services.
- We continue to experience difficulty in recruiting to posts within the service notably Planning Service posts where there is an acute national shortage of qualified staff.

4.8 The Directorate Risk Register in Appendix E sets out the strategic risks which might prevent the Directorate from achieving its objectives in 4.1. The Committee should consider whether additional control measures could be applied to reduce the risk of circumstances giving rise to a negative impact on Directorate Performance.	
5.0 Exempt and/or Confidential Information:	
5.1 None.	
6.0 Implications:	
6.1 Service Users, Patients and Communities:	Effective performance management and continuous improvement are important duties for all statutory and voluntary sector partners in maintaining appropriate services for the public. The Directorate uses customer feedback and complaint analysis to drive service change and service improvement.
6.2 Human Resources and Organisational Development:	There are a number of actions in this service plan with staffing implications. Care is taken to ensure that staff are involved and informed about changes that might affect them, that HR are closely involved and that relevant Council policies are followed. Ensuring staff feel valued and supported especially through periods of challenge and change is a key consideration for the Directorate Management team. Recruitment continues to be an issue in some services.
6.3 Equality, Diversity and Human Rights:	The Directorate carries out Integrated and Equalities Impact Assessments to ensure its services are supporting those most in need and not making inequalities worse. There are some recent examples of best practice within the Service; for example, the ZetTrans pilot which has enabled at least 7 people to move into employment, without cost to any public service.
6.4 Legal:	The Directorate delivers statutory services, monitoring performance provides assurance that statutory requirements are met and the Council complies with its duties in delivering Services.
6.5 Finance:	The actions, measures and risk management described in this report have been delivered within existing approved budgets.
6.6 Assets and Property:	A number of the actions in the Directorate Plan relate to maintenance and replacement of Development and Council assets to maintain delivery of services to the people of Shetland.
6.7 ICT and New Technologies:	Limitations of the Shetland wide Broadband and Mobile networks impact on delivery of services which require remote access to digital networks and databases.
6.8 Environmental:	The Directorate works closely with Infrastructure and other Directorates to reduce energy usage and carbon emissions.

6.9 Risk Management:	<p>Embedding a culture of continuous improvement and customer focus are key aspects of the Council's improvement activity. Effective performance management is an important component of that which requires the production and consideration of these reports. Failure to deliver and embed this increases the risk of the Council working inefficiently, failing to focus on customer needs and being subject to negative external scrutiny.</p> <p>Risk management is a key component of the performance cycle and the Directorate Plan actions are determined to be priorities to manage the Directorate risks.</p>	
6.10 Policy and Delegated Authority:	<p>The Council's Constitution – Part C - Scheme of Administration and Delegations provides in its terms of reference for Functional Committees (2.3.1 (2)) that they;</p> <p>"Monitor and review achievement of key outcomes in the Service Plans within their functional area by ensuring –</p> <p>(a) Appropriate performance measures are in place, and to monitor the relevant Planning and Performance Management Framework.</p> <p>(b) Best value in the use of resources to achieve these key outcomes is met within a performance culture of continuous improvement and customer focus."</p>	
6.11 Previously Considered by:	None.	

Contact Details:

Neil Grant, Director of Development Services,

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6 June 2017

Appendices:

Appendix A – Development Infographic (To be tabled at meeting)

Appendix B- Progress on the Directorate Projects and Actions

Appendix C – Key Directorate Indicators and Council Wide Indicators

Development Services Directorate Plan 2017-20 -

<https://www.covalentcpm.com/reportdoc?id=jb3sfybueryl73fxk2qje59gz02y0zuvjkmobe4nuqxclb6ey05e6pw7biax5iv&attempt=18&collect=yes&ext=.pdf>

Appendix A - Projects and Actions - Development ->Shetland College Board



Generated on: 06 June 2017

OUR PLAN 2016-2020

A) YOUNG PEOPLE

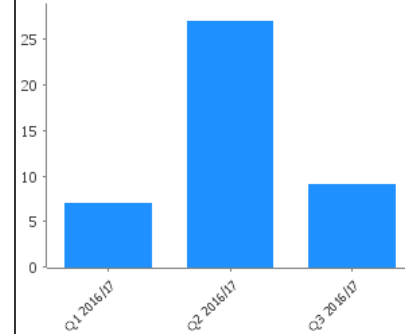
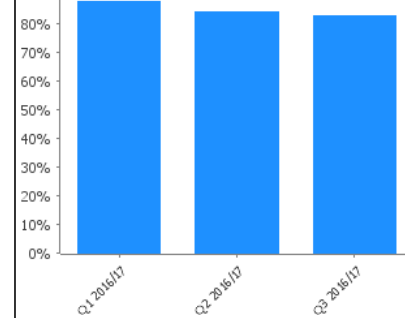
3) Shetland Learning Partnership

Shetland Learning Partnership will be delivering important opportunities for young people to gain workplace experience and vocational qualifications while at school, equipping them with the skills to enable them to get jobs or continue into further education.

Code & Title	Description	Desired Outcome	Dates		Progress	Progress statement	Lead
DP050 Progress Shetland Tertiary Education Research and Training Project	Progress agreed integration next steps being: • Joined up governance arrangements • Single Integrated management Structure • Promote Collaborative Working • Establish as much confidence as possible regarding Medium Term Funding	To achieve a stable and sustainable structure for delivery of Tertiary Education and Research, on which to develop a Curriculum and services which meet Shetland's Economic and Community development needs.	Planned Start			Tertiary Education Sector Strategic Plan has been approved by the Boards and presented to Council on 22 February. Plans for combined second tier structure are being prepared.	Shetland College
			Actual Start	01-Mar-2013	<div><div>50%</div></div>		
			Original Due Date	31-Mar-2015	Expected success		
			Due Date	31-Aug-2018			
			Completed Date		Experiencing issues, risk of failure to meet target		

Appendix B Performance Indicators (Quarterly)- Development Directorate -> Shetland College Board

Generated on: 06 June 2017

	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q1 2016/17	Q2 2016/17	Q3 2016/17	Q4 2016/17	Q4 2016/17	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
GC-01 Number of modern apprentices recruited by Train Shetland	49			7	27	9				The latest statistics for Shetland are from Q3 2016/17, which show 310 apprentices in-training, with 115 new starts. Please note these indicators cover Shetland as a whole, rather than Council activity.
GC-02 % Achievement rate of Modern Apprentices recorded by Skills Dev Scotland		85%		88%	84%	83%				This indicator is based on Skills Development Scotland measurements of MA achievements in Shetland.

	Previous Years		Current year (to date)	Quarters						
Code & Short Name	2015/16	2016/17	2017/18	Q1 2016/17	Q2 2016/17	Q3 2016/17	Q4 2016/17	Q4 2016/17	Graphs	(past) Performance & (future) Improvement Statements
	Value	Value	Value	Value	Value	Value	Value	Target		
GC-04 Shetland College Student Enrolments Further & Higher Education Combined	4,692	8,023		2,303	1,646	1,694	2,380			<p>Latest figures show that the number of FE Students studying within the tertiary education sector in Shetland stand at 102 Full Time and 2811 Part time giving 2913 FE students. In term of HE Students the totals are 77 Full time students and 159 Part time students giving a Shetland total of Students studying HE of 256 Students. This gives a grand total of 3169 students studying in Shetland. Please note that this total is for Shetland College, Train Shetland and the NAFC Marine Centre. If you remove the NAFC figures the number of students studying at Shetland College and Train Shetland drops by 789 (769 FE and 20 HE) to 2380. Train Shetland courses are generally short courses of typically a day and these, counted as PT students, are made up of 1400 training attendances of the overall total.</p>
GC-05 Total Credits (inc Train Shetland & NAFC)		16,439		4,590	3,363	4,124	4,362			<p>The Shetland target for FE credits (the fundable units the SFC pay college for courses that do not make full cost recovery) for 1617 is 4255. The current number of credits achieved by the tertiary education sector in Shetland is 4362, so the target has been achieved and exceeded. It is predicted that the total credits achieved by the end of the academic year will be approximately 4800.</p>



Meeting(s):	Shetland College Board	14 June 2017
Report Title:	Management Accounts for Shetland College Board: 2016/17 – Draft Outturn at Quarter 4	
Reference Number:	F-047-F	
Author / Job Title:	Jonathan Belford - Executive Manager – Finance Services	

1.0 Decisions / Action required:

- 1.1 That the Shetland College Board RESOLVE to note the Management Accounts showing the draft outturn position for 2016/17.

2.0 High Level Summary:

- 2.1 The purpose of this report is to enable the Shetland College Board to note the financial performance of services within its remit for the 2016/17 financial year. This report shows the financial consequences of the services performance detailed in the Development Directorate Performance Report, and will be subject to final accounting and audit adjustments as part of the year end accounts process.
- 2.2 This report presents the draft outturn position for 2016/17 financial year as at the end of the fourth quarter for revenue. The position has been determined by Finance Services in consultation with relevant budget responsible officers.
- 2.3 The draft revenue outturn position for Shetland College Board is an overspend of (£169k) at Shetland College, and an underspend of £16k at Train Shetland. See Appendix 1 for further detail.

3.0 Corporate Priorities and Joint Working:

- 3.1 There is a specific objective in the Corporate Plan to ensure that the Council is “continuing to keep a balanced and sustainable budget, and are living within our means” and the Council continues to pursue a range of measures which will enable effective and successful management of its finances over the medium to long term. This involves correct alignment of the Council's resources with its priorities and expected outcomes, and maintaining a strong and resilient balance sheet.

4.0 Key Issues:

- 4.1 On 10 February 2016 (SIC Min Ref: 2/16) the Council approved the 2016/17 revenue and capital budgets for the Council (including the General Fund, Harbour Account, Housing Revenue Account and Spend to Save) requiring a draw from reserves of £8.106m. It is vital to the economic wellbeing of the Council that the financial resources are managed effectively and expenditure and income is delivered in line with the budget.

4.2	This report forms part of the financial governance and stewardship framework which ensures that the financial position of the Council is acknowledged, understood and quantified on a regular basis. It provides assurance to the Corporate Management Team and the Board that resources are being managed effectively and allows corrective action to be taken where necessary.
4.3	Since the approval of the 2016/17 budget, revisions to the budget have been incorporated for the Council's budget carry-forward scheme, and the FE Credit Agreement. Therefore this report refers to the revised budget that is now in place for each of the services.
4.4	Provision was made in the Council's 2016/17 Budget for cost pressures and contingencies. This budget covers both Council-wide and service specific issues. It is held centrally by the Executive Manager - Finance.
4.5	Cost pressures are recurring in nature and increase the base cost of the service being delivered, e.g. pay awards, whereas contingency items are deemed non-recurring and likely to vary year on year, e.g. equipment failure costs.
4.6	This approach assists the Council to mitigate any spending risks. However, it is expected that services will endeavour, in the first instance, to meet any additional costs from within existing resources.
4.7	No allocation has been made to services within the Shetland College Board, as the Development Directorate's overall budget is projected to cover these costs within existing underspends as at the end of the financial year.
5.0 Exempt and/or confidential information:	
None.	
6.0 Implications : Identify any issues or aspects of the report that have implications under the following headings	
6.1 Service Users, Patients and Communities:	Any impacts on service users and communities in relation to the actions and service provision in this report will be included in the Development Directorate Performance report also presented at this meeting.
6.2 Human Resources and Organisational Development:	Any implications in relation to the actions and service provision in this report will be included in the Development Directorate Performance report also presented at this meeting.
6.3 Equality, Diversity and Human Rights:	Any implications in relation to the actions and service provision in this report will be included in the Development Directorate Performance report also presented at this meeting.
6.4 Legal:	The Council's Financial Regulations state that the Executive Manager - Finance has a responsibility to ensure that detailed monitoring by Directors and Executive Managers is carried out and that the Council will determine the reporting content, timescale, frequency and receiving committee(s) required for

	monitoring statements and the Executive Manager - Finance will be responsible for ensuring compliance with this.
6.5 Finance:	<p>The 2016/17 Council budget does not require a draw on reserves in excess of the returns that the fund managers can make on average in a year, and therefore demonstrates that the Council is living within its means. To achieve this, a one-off underspend from the 2015/16 budget has been used to balance the General Fund. This is a one-off solution for 2016/17.</p> <p>For every £1m of reserves spent in excess of a sustainable level will mean that the Council will have to make additional savings of £73k each year in the future as a result of not being able to invest that £1m with fund managers to make a return.</p> <p>It is therefore vital that the Council delivers its 2016/17 budget and this report demonstrates that services under the remit of the Shetland College Board are projecting to spend £153k more than their approved budgets for 2016/17.</p> <p>The contribution required from the Council to balance the Shetland College budget is £1.292m, which in accordance with the projections made and approved Medium Term Financial Plan is unsustainable. Unchecked, the compounding impact of this level of funding will place increased financial pressure on other services of the Council.</p>
6.6 Assets and Property:	Any implications in relation to the actions and service provision in this report will be included in the Development Directorate Performance report also presented at this meeting.
6.7 ICT and new technologies:	Any implications in relation to the actions and service provision in this report will be included in the Development Directorate Performance report also presented at this meeting.
6.8 Environmental:	Any implications in relation to the actions and service provision in this report will be included in the Development Directorate Performance report also presented at this meeting.
6.9 Risk Management:	<p>There are numerous risks involved in the delivery of services and the awareness of these risks is critical to successful financial management.</p> <p>From a financial perspective, risks are an integral part of planning for the future, as assumptions are required to be made. These assumptions can be affected by many internal and external factors, such as supply and demand, which may have a detrimental financial impact.</p> <p>The Shetland Tertiary Education, Research and Training Review (STERT) are seeking to reduce the financial risks associated with the un-sustainability of the current model of provision in Shetland. An Interim Joint Principal for the College and NAFC Marine Centre has been appointed. A number of jointly agreed actions are to be undertaken by the Interim Joint Principal during the period to June 2018 and the delivery of these pose a risk to achieving the objectives. This will required to be closely</p>

	<p>monitored by the Board.</p> <p>The main financial risks for services in this Board area are:</p> <ul style="list-style-type: none"> • Scottish Funding Council income, which is related to the level of student activity in any given year and the outcomes achieved by those students, and in particular the level of income that is receivable at present compared to the number of courses that the College and NAFC Marine Centre are delivering, which currently represents an over trading position, the cost of which has to be absorbed by the Council; • in addition, it is likely that the Further Education (FE) funding element will change from a standard flat rate per credit, to weightings per credit – which could impact the total grant funding received; and • a reduction in income which is not offset by other corresponding reductions in expenditure or additional sources of income. <p>This report is part of the framework that provides assurance, or recognition of any deviation from the budget that may place the Council in a financially challenging position and requires remedial action.</p> <p>The Council makes provision within its budget for cost pressures that may arise. This approach provides additional confidence for the Council to be able to mitigate any adverse financial circumstances.</p> <p>A strong balance sheet and the availability of usable reserves ensure that the Council is prepared for significant unforeseen events.</p>	
6.10 Policy and Delegated Authority:	<p>In accordance with Section 2.8 of the Council's Scheme of Administration and Delegations (<i>as amended on 29 June 2016 (SIC Min Ref. 53/16)</i>), the Shetland College Board has a responsibility within its remit to monitor and give assurance that the College operates sound financial management, including developing budgets and pursuing FE credit funding. The Council approved both revenue and capital budgets for the 2016/17 financial year. This report provides information to enable the Shetland College Board to give assurance that the College is operating within its approved budgets.</p>	
6.11 Previously considered by:	Not Applicable.	

Contact Details:

Janice Thomason, Management Accountant, janice.thomason@shetland.gov.uk, XX May 2017.

Appendices:

Appendix 1 – Draft Outturn Revenue Position 2016/17

Background Documents:

SIC Budget Book 2016-17, SIC 10 February 2016

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=18870>

END

Shetland College Board

1.0 - Draft Revenue Outturn Position 2016/17 Financial Year

2016/17 Approved Budget £000	Shetland College - All Budgets	2016/17 Budget Adjustments Note 1 £000	2016/17 Revised Budget £000	2016/17 Draft Outturn £000	2016/17 Budget v Draft Outturn Variance (Adv) / Fav £000
(1,711)	Income:				
(602)	Scottish Funding Council	279	(1,432)	(1,372)	(60)
(209)	Tuition Fees, Contracts & Grants		(602)	(468)	(134)
	Other Income		(209)	(297)	88
(2,522)	TOTAL INCOME	279	(2,243)	(2,137)	(106)
	Expenditure:				
2,267	Employee Costs		2,267	2,232	35
466	Premises Costs		466	440	26
438	Operating Costs	14	452	427	25
4	Grants to Individuals		4	1	2
147	Professional Fees/Recharges		147	297	(150)
31	Travel/Vehicle Expenses		31	30	1
3,353	TOTAL EXPENDITURE	14	3,367	3,429	(62)
831	TOTAL DEFICIT	293	1,123	1,292	(168)
(709)	SIC Contribution	(279)	(988)	(987)	(1)
122	Remaining Deficit Note 2	14	136	305	(169)

Projected Outturn Variance at Q3 (Adv) / Fav	Train Shetland - Controllable Budgets	2016/17 Budget Adjustments Note 1	2016/17 Revised Budget	2016/17 Draft Outturn	2016/17 Budget v Draft Outturn Variance (Adv) / Fav
39	Train Shetland		171	155	16

Note 1 – The approved 2016/17 budget has been adjusted mainly to reflect the FE Credit Agreement with NAFC, where credits earned by NAFC are transferred, reducing the level of Scottish Funding Council income received for Shetland College. This in turn reduces the level of Core Grant to NAFC, which is offset by an increased SIC Contribution to Shetland College to ensure that neither NAFC or Shetland College are worse off as a result of the agreement.

Note 2 – Provision was made in the overall approved Council Budget for 2016/17, to fund a deficit of £122k, however the draft outturn position indicates that £305k will be required to fund the remaining deficit in Shetland College. Of the additional £169k required, approximately £82k is included within the

overall Council budget i.e. recharges for Council Services which have been redirected to support College activity.

The total contribution required from Shetland Islands Council, in order to balance Shetland College for 2016/17 is £1.292m (£0.987m approved contribution + £0.305m remaining deficit). This has increased from the approved budget of £0.831m, due mainly to the transfer of FE Credits to NAFC, which are significantly higher than anticipated, and an increase in recharges for the provision of support services to Shetland College.

No budget Carry Forwards have been requested, however it should be noted that the Director of Development Services has submitted a request to carry-forward £172k as Stability Funding to support the ongoing Shetland Tertiary Education, Research and Training Review (STERT). This funding will be used to meet specific objectives in support of Shetland College, Train Shetland or the NAFC.

Explanations of the main variances to Revised Budget at Draft Outturn are set out below:

1.1 Scottish Funding Council – draft outturn overspend £60k (4.2%)

- A reduction in the level of HE grant income - (£52k), due partly to early receipt of income, received in 2015/16, but which related to 2016/17, for which no provision was made due to the complexities of the HE Macro/Micro Resource Allocation Model (RAM) formula.

1.2 Tuition Fees, Contracts & Grants – draft outturn overspend (£134k) (22.3%)

- A reduction in grants to the Chair of Creative Industries (£65k), where activity has been lower than expected (though this is offset by lower costs [see Employee Costs below]);
- a reduction in income for Nordic Studies – (£40k) due to a realignment of services across UHI (again offset by lower costs [see Employee Costs below]); and
- a reduction in SVQ Health and Care income, due to Service Level Agreement (SLA) budgeting error – (£28k).

1.3 Other Income – draft outturn underspend £88k (42%)

- Reimbursement of salary and associated costs for a secondment to UHI, which was not budgeted for - £80k.

1.4 Employee Costs – draft outturn underspend £35k (1.5%)

- An underspend in Chair of Creative Industries mostly as a result of the Chair being employed by UHI - £54k;
- An underspend in Nordic Studies due to a realignment of services across UHI - £46k; offset by

- Increased costs in Health and Care in relation to Assessors, due to the increased number of SVQ students, and changes to the HE curriculum requiring additional work placed assessments – (£66k)

1.5 Premises Costs – draft outturn underspend £26k (5.6%)

- Property and Fixed Plant Insurance was reviewed across the Council, leading to a reduced charge to Shetland College - £19k

1.6 Operating Costs – draft outturn underspend £25k (5.5%)

- Reduced spending on equipment funded by the Capital and Maintenance Grant, as this is now being applied to cover maintenance costs (within Premises Costs) £51k; offset by
- Learning and Information Services (shared services) provided by UHI, now treated separately from GIA income (£40k).

1.7 Grants to Individuals – draft outturn underspend £2k (32.7%)

- Although the number of New Directions students increased by more than a third in 2016/17, there was a reduction in the number requiring support with transport costs - £2k.

1.8 Professional Fees/Recharges - draft outturn overspend (£150k) (102%)

- Additional costs were incurred as a result of the joint management arrangement with NAFC – (£68k); and
- provisional recharges for professional services and support from other SIC departments increased - (£82k), mainly due to the significant level of support provided by HR.

1.9 Travel/Vehicle Expenses - draft outturn underspend £1k (2.7%)

- Minor underspends.

2.0 SIC Contribution – draft outturn overspend £1k (0.1%)

The contribution from the Council varies in relation to the value of credits transferred to NAFC.

1.8 Train Shetland – draft outturn underspend £16k (9.3%)

There are no significant variances in this service area however; higher activity in Vocational training has resulted in a greater level of grant income, which is offset by increased costs in providing training.



Meeting(s):	Shetland College Board	14 June 2017
Report Title:	Interim Joint Principal's Update	
Reference Number:	SCB127-F	
Author / Job Title:	Willie Shannon Interim Joint Principal	

1.0	Decisions / Action required:
1.1	Shetland College Board resolves to note the contents of this report.
2.0	High Level Summary:
2.1	On behalf of the staff and students at Shetland College and Train Shetland, I would like to welcome the new members of the College Board.
2.2	Shetland College is an academic partner within UHI and is an assigned college in the legislation. With this in mind, I am arranging induction training for Board Members and UHI has agreed to assist with this. I am looking at possible dates before the end of June and before the start of the Council recess period.
2.3	A tour of the College campus and Train Shetland for Board Members is being arranged and will give a flavour of the range of courses and activities that are delivered in and through the College. There will also be opportunities for the rest of the Council Members to come and see what is going on across the college and Train Shetland and this will be arranged after the Board Members visit.
2.4	A number of key pieces of work need to be completed by October of this year, mainly around inspection and evaluation. These are required by some of our external partners, Education Scotland, SQA and the Scottish Funding Council.
2.5	At the time of the last meeting of Shetland College Board, it was reported that there were a significant number of gaps in senior management across both the College and Train Shetland. I am pleased to say that these gaps have been filled, albeit on a temporary basis, and that there is now a full complement of senior management in place.
3.0	Corporate Priorities and Joint Working:
3.1	The information in this report links to the corporate priority of maximising the opportunities for further, higher and vocational learning, both for school leavers and for people returning to learning.
3.2	There is considerable focus on collaboration and integration of the tertiary sector in Shetland as agreed between the Council and the NAFC Marine Centre, "The Trust".

4.0	Key Issues:
4.1	<p>Within the past month, a number of temporary changes have been made in staffing across the College and Train Shetland, all of whom are internal appointments for a 6 month period:-</p> <ul style="list-style-type: none"> • A Depute Principal has been appointed through an Acting-up arrangement who will have a strong emphasis on academic quality and lead the academic teams; the Operations Manager, which has responsibility for all non-academic areas, is being covered by members of staff who are undertaking higher duties; • A Short Course Manager for Train Shetland has been appointed through an Acting-up arrangement. • The role of Vocational Training Manager in Train Shetland is being carried out by two members of existing staff undertaking higher duties.
4.2	I am pleased that all of the roles attracted interest from within the College and Train Shetland and the post-holders mentioned above will help to form the senior management team for the College and Train Shetland.
4.3	<p>There are three key pieces of work to be carried out in October of this year which will need a significant amount of resources to be applied.</p> <ul style="list-style-type: none"> • The new inspection regime itself by Education Scotland is largely a self-evaluation exercise within colleges – “How Good Is Our College?” and the outcome and findings of this will be published in December. • SQA have notified us that they will carry out a full systems audit of the College in October. • The Scottish Funding Council (SFC) are also arranging to come in October together with representatives of UHI to do a Strategic Dialogue Meeting. This happens every 3-4years, three UHI Colleges have been selected this year, Inverness, Perth and Shetland.
4.4	I want to ensure that the management team get a chance to settle into their roles and prepare for the work in October and I will update Board Members on progress.
5.0	Exempt and/or confidential information:
5.1	There is no exempt or confidential information contained within this report.

6.0	Implications:
6.1 Service Users, Patients and Communities:	N/A
6.2 Human Resources and Organisational Development:	Staff have continued to be consulted in the development of strategic plans and priorities to support the integrated work of the tertiary sector. The Council has in place policies and procedures that will apply to staff during organisational changes.

6.3 Equality, Diversity and Human Rights:	N/A
6.4 Legal:	N/A
6.5 Finance:	The costs of the management posts referred to at 4.1 are being met from within existing budgets.
6.6 Assets and Property:	N/A
6.7 ICT and new technologies:	N/A
6.8 Environmental:	N/A
6.9 Risk Management:	N/A
6.10 Policy and Delegated Authority:	<p>To support the Interim Joint Principal of Shetland College / Train Shetland / NAFC Marine Centre in carrying out his roles and to monitor progress against objectives approved by the Board or which have been set by the Council, including: -</p> <ul style="list-style-type: none"> a Strategic direction for Shetland College: specifically, the Board shall have the delegated authority to approve immediate short and medium term joint strategic plans with reference to the Council's agreed deliverables and milestones until June 2018. Approval of long term plans shall be reserved to SIC and Education and Families Committee as a component of their longer term vision wider strategic remit for learning at all stages of life. b Ascertaining the needs of users and promoting access between school, work, research and further and higher education, including approval for submission of annual, strategic and operational plans to UHI on behalf of the Council. c Developing resources, including financial resources, to support the learner. d Authority to review and develop structure plans to provide the staffing required for the College and to meet needs and provision for staff development and career review. e To give direction on matters of quality assurance and improvement.

	<p>f To monitor and give assurance that the College operates sound financial management, including developing budgets and pursuing credit funding.</p> <p>g Liaising with UHI and other appropriate bodies, e.g. SQA, Scottish Funding Council and Education Scotland.</p> <p>h Take such decisions as appropriate to support the Interim Joint Principal in meeting the Council approved integration milestones.</p>	
6.11 Previously considered by:	N/A	

Contact Details:

Willie Shannon, Interim Joint Principal, Shetland College

Tel: 01595 771218 E-Mail: willie.shannon@uhi.ac.uk

01 June 2017



Meeting(s):	<i>Shetland College Board</i>	14 June 2017
Report Title:	Tertiary Education Student Enrolments Update – June 2017	
Reference Number:	SCB129-F	
Author / Job Title:	Susan A Berry Depute Principal	

1.0 Decisions / Action required:

- 1.1 Shetland College Board should note the current position in relation to FE and HE enrolments at this stage in academic session 2016/17.

2.0 High Level Summary:

- 2.1 The purpose of this report is to provide the Board with information relating to the number of full-time and part-time FE and HE enrolments recorded, for all tertiary education providers within Shetland, to date in the academic session 2016/17 and to give an early indication for HE enrolments for academic year 2017/18. This report also provides the number of fundable FE Credits that have been recorded to date.
- 2.2 The outlook for the 2016/17 academic year remains positive, with good student numbers being achieved in FE.
- 2.3 As highlighted in the previous report, the predicted enrolments for HE in year 2017/18 is the highest ever estimate for the College, but this positive indication should be treated with some caution, because these are very early estimates.

3.0 Corporate Priorities and Joint Working:

- 3.1 Shetland's Student Enrolments report links to the corporate priority of maximising the opportunity for further, higher and vocational learning opportunities, both for school leavers and for people returning to learning.

4.0 Key Issues:

- 4.1 As previously advised, the overall FE Credit target set by the Scottish Funding Council (SFC) is 4255. This therefore equates to £1,616,900, with each credit valued at £380. There is an additional £20 per credit for Capital Maintenance funding, and this equates to a further £85,100. All Tertiary education providers in Shetland contribute to achieving this target e.g. Train Shetland, NAFC Marine Centre, Shetland Arts and Shetland College
- 4.2 As highlighted in the previous enrolments report to the Board it remains the case that the expected total of credits produced by the tertiary sector in Shetland will exceed the revised credit total. The Joint Principal remains in close contact with the Chair of the SFC and with UHI and continues to aim to get more credits into the Shetland total. As an illustrative example, the figures for the previous year

indicate that for every 112 credits delivered we only received payment for 100.

- 4.3 At this stage in academic session 2016/17 Shetland College has enrolled 74 full-time and 675 part-time FE students. In the NAFC, there are 28 full-time and 741 part-time FE enrolments and Train Shetland have enrolled 1485 short course students so far.

- 4.4 The table below shows how these numbers compare with previous years.

	Outturn Figures			To Date
	2013/14	2014/15	2015/16	2016/17
Student Numbers FE Full Time (Shetland College)	53	62	59	74
Student Numbers FE Full Time (NAFC)	Not Available	Not Available	16	28
Shetland Total			75	101

- 4.5 As in previous report, enrolments remain high in both Shetland College and the NAFC. The predicted number of total credits for 2016/17 is likely to be around 4859. This would equate to 604 credits in excess of our target and an over trading position of 14%. This is despite an increase in our FE credit target. In short, at £400 per credit, £380 + £20 capital, this means we would not be getting paid £241,600 for activity we have carried out.

- 4.6 At Shetland College, 77 full-time and 160 part-time HE enrolments have been achieved so far, there are no HE enrolments in the NAFC or Train Shetland.

	Outturn Figures			To Date
	2013/14	2014/15	2015/16	2016/17
Student Numbers HE Full Time (Shetland College)	88	93	73	77
Student Numbers HE Full Time (NAFC)	Not Available	Not Available	30	0
Shetland Total			103	77

- 4.7 If the predicted number of full time equivalent (Part time + Full time) wishing to study HE subjects at Shetland College in 2017/18 is accurate at 123, this would be a record high for the college. However, caution is advised on these figures, as they are very early predictions.

- 4.8 Section Leaders at Shetland College are currently in the process of predicting 2017/18 FE numbers. This is not yet complete, but the Board will be advised of the projection as soon as it becomes available.

- 4.9 The challenge for Tertiary education in Shetland is to retain as many of its FE and

HE full-time and part-time students as possible and to ensure that we get paid for what we deliver. Further information is provided at Appendix 1.

5.0 Exempt and/or confidential information:

5.1 There is no exempt information contained within this report.

6.0 Implications : *Identify any issues or aspects of the report that have implications under the following headings*

6.1 Service Users, Patients and Communities:	The increase in enrolments reflects the growing demand and increase in opportunities that Shetland College provides to young people in Shetland.
6.2 Human Resources and Organisational Development:	N/A
6.3 Equality, Diversity and Human Rights:	N/A
6.4 Legal:	N/A
6.5 Finance:	At this stage of academic session 2016/17 overall student enrolments translated into FE Credits are 7.68% over the target agreed (4255) with the SFC. We are now in an over production situation, where we are not being paid for the FE activity we carry out from now on.
6.6 Assets and Property:	N/A
6.7 ICT and new technologies:	N/A
6.8 Environmental:	N/A
6.9 Risk Management:	In previous reports, financial risks associated with not achieving the FE Credit target were highlighted to the Board. This year the risk is concerned with over trading on activities associated with the generation of FE credits. As highlighted in the previous Enrolments Paper to this Board, the Shetland target for FE credits is too low, even given the increase of 123 credits. This means that unless an increased FE Credit target is awarded by the SFC, the additional FE Credit income due from SFC will not be provided. It is this risk that has initiated discussions with SFC with the aim of an additional credit amount being applied to

	Shetland, however there is no guarantee that additional FE credits will be allocated. There is the potential that unless we receive addition FE Credits then we may have to reduce FE activity, to achieve financial balance.	
6.10 Policy and Delegated Authority:	<p>To support the Interim Joint Principal of Shetland College / Train Shetland / NAFC Marine Centre in carrying out his roles and to monitor progress against objectives approved by the Board or which have been set by the Council, including: -</p> <ul style="list-style-type: none"> a Strategic direction for Shetland College: specifically, the Board shall have the delegated authority to approve immediate short and medium term joint strategic plans with reference to the Council's agreed deliverables and milestones until June 2018. Approval of long term plans shall be reserved to SIC and Education and Families Committee as a component of their longer term vision wider strategic remit for learning at all stages of life. b Ascertaining the needs of users and promoting access between school, work, research and further and higher education, including approval for submission of annual, strategic and operational plans to UHI on behalf of the Council. c Developing resources, including financial resources, to support the learner. d Authority to review and develop structure plans to provide the staffing required for the College and to meet needs and provision for staff development and career review. e To give direction on matters of quality assurance and improvement. f To monitor and give assurance that the College operates sound financial management, including developing budgets and pursuing credit funding. g Liaising with UHI and other appropriate bodies, e.g. SQA, Scottish Funding Council and Education Scotland. h Take such decisions as appropriate to support the Interim Joint Principal in meeting the Council approved integration milestones. 	
6.11 Previously considered by:	N/A	

Contact Details:

Susan A Berry, Depute Principal, 2nd June 2017

Appendices:

Appendix 1 – Credits Monitoring Spreadsheet

Student Enrolments and Credits Monitoring 01 June 2017

(from SITs 01/06/17)

	Further Education		Higher Education		Total
	Full time	Part time	Full time	Part time	
Shetland College	74	675	77	160	986
North Atlantic Fisheries College	28	741	0	0	769
Train Shetland	0	1485	0	0	1485
Adult Learning Evening Classes	0	0	0	0	0

	Full time			Part Time		
Further Education Credits Monitoring	Target	Full-time Enrolled	Credits Value	Target	Part-time enrolled	Credits Value
Creative Industries	28	19	342	25	9	54
Business & Management	6	6	108	21	38	132
Care	42	27	480	77	104	387
Community Learning	0	0	0	195	221	291
Computing	9	8	144	8	17	27
Construction	16	14	219	20	53	189
Cultural Studies	0	0	0	0	0	0
Hospitality	0	0	0	11	7	0
Special Programmes	0	0	0	51	33	83
Vocational Pathways	0	0	0	147	118	298
Sub-Total		74	1293		600	1460
NAFC		28	504		741	874
Adult Learning Eve Class	n/a	n/a	n/a	n/a	0	0
Train Shetland	n/a	n/a	n/a	n/a	1485	282
ECDL	0	0	0	39	32	83
ESOL	0	0	0	44	43	86
Totals	101	102	1797	638	2901	2785
Shetland College Target 2016/17	4,255					
Total Credits @ 01 Jun 2017	4582					
Balance to be achieved	-327					
No Margin	0					
Monetary Value	£0					

Note:
a) 675 part time FE students for Shetland College includes the deparmental subtotal of 600 plus ECDL & ESOL students
b) In the additional info table, the value for credits listed for spanning students is not counted in the credits value in the above table.

Higher Education Enrolment Monitoring			
Full time		Part Time	
Target	Full-time Enrolled	Target	Part-time enrolled
18	21	15	23
14	14	20	36
20	17	65	48
n/a	n/a	35	28
14	15	14	8
0	0	6	13
4	10	4	4
n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a
70	77	159	160
Additional info			
Special programmes includes life skills students			
Business part-time students includes 15 students spanning to 17/18 (credits = 112)			
Construction part-time students includes 22 PT (credits = 224) students spanning to 17/18			
Care part-time students includes 33 students spanning to 17/18 (credits = 262)			
Hospitality students includes 7 students spanning to 17/18 (credits 124)			
Vocational pathways students includes 39 students spanning to 17/18 (credits = 146)			



Shetland Islands Council

Agenda
Item

5

Meeting(s):	Education and Families Committee Shetland College Board	12 June 2017 14 June 2017
Report Title:	Shetland College Term Dates 2017/2018	
Reference Number:	SCB128-F	
Author / Job Title:	Willie Shannon Interim Joint Principal	

1.0	Decisions / Action required:
1.1	That the Education and Families Committee approves the College Term Dates for the Academic Year 2017/18 and that these will be noted by Shetland College Board.
1.2	That delegated authority is granted to the Interim Joint Principal to align the term dates with school term dates in the future.
2.0	High Level Summary:
2.1	The purpose of this report is to propose term dates for Shetland College for academic session 2017/18 for the Committee's approval (Appendix 1).
3.0	Corporate Priorities and Joint Working:
3.1	Shetland College's term dates link to the corporate priority of continuing to ensure that we provide high quality further education and training which meets the needs of the population and employers.
4.0	Key Issues:
4.1	Every further and higher education college is required to set term dates for full-time and part-time classes. (Student bursaries and loans require start and finish dates).
4.2	A full-time further education course lasts 38 weeks. Other training programmes (eg Construction) vary according to the terms of the contract set by the industry-related body.
4.3	Higher education courses at Shetland College are delivered either discretely at the college or on a networked basis with other UHI academic partners. These require common start and finish dates (eg for student loans) and common delivery and examination dates are set across the university.
4.4	It benefits mature students with family commitments to try to match college dates as far as possible with local school dates, although given the diverse nature of term dates across the university this continues to be a complex exercise:

- Varying October and Easter holiday dates across the university's academic partner colleges continue to disadvantage students on some networked courses;
- A changing student client group with significantly more part-time students in employment (so that other public holidays also become significant);
- Ongoing sensitivity to the financial burden of full-time programmes: the shorter the term, the less costly it is for students to undertake such courses.

4.5 The majority of college teaching staff members continue to express a view to retain the match with school term dates as far as possible.

4.6 Single Status staff will not be at work on UHA/Public Holidays.

4.7 As the College dates align with school term dates, delegated authority is sought for the Interim Joint Principal to align the dates with school term dates in future.

5.0 Exempt and/or confidential information:

5.1 There is no exempt or confidential information contained within this report.

6.0 Implications :

**6.1
Service Users,
Patients and
Communities:**

N/A

**6.2
Human Resources
and Organisational
Development:**

There are no implications arising from the proposal contained within this report.

**6.3
Equality, Diversity
and Human Rights:**

N/A

**6.4
Legal:**

N/A

**6.5
Finance:**

There are no financial implications arising from the content of this report.

**6.6
Assets and Property:**

N/A

6.7

N/A

ICT and new technologies:	
6.8 Environmental:	N/A
6.9 Risk Management:	N/A
6.10 Policy and Delegated Authority:	<p>To support the Interim Joint Principal of Shetland College / Train Shetland / NAFC Marine Centre in carrying out his roles and to monitor progress against objectives approved by the Board or which have been set by the Council, including: -</p> <ul style="list-style-type: none"> a Strategic direction for Shetland College: specifically, the Board shall have the delegated authority to approve immediate short and medium term joint strategic plans with reference to the Council's agreed deliverables and milestones until June 2018. Approval of long term plans shall be reserved to SIC and Education and Families Committee as a component of their longer term vision wider strategic remit for learning at all stages of life. b Ascertaining the needs of users and promoting access between school, work, research and further and higher education, including approval for submission of annual, strategic and operational plans to UHI on behalf of the Council. c Developing resources, including financial resources, to support the learner. d Authority to review and develop structure plans to provide the staffing required for the College and to meet needs and provision for staff development and career review. e To give direction on matters of quality assurance and improvement. f To monitor and give assurance that the College operates sound financial management, including developing budgets and pursuing credit funding. g Liaising with UHI and other appropriate bodies, e.g. SQA, Scottish Funding Council and Education Scotland. h Take such decisions as appropriate to support the Interim Joint Principal in meeting the Council approved integration milestones. <p>The Education and Families Committee has authority to determine the College term dates, in accordance with its delegated remit to determine matters within the functional areas relating to schools and lifelong learning.</p>

6.11 Previously considered by:	n/a	

Contact Details:

Willie Shannon, willie.shannon@uhi.ac.uk

02 June 2017

Appendices:

Appendix 1 – Draft Shetland College Term Dates 2017/18

END



Term Dates 2017/18

	Term 1	Term 2	Term 3	Term 4
Students	Monday 28 August – Friday 06 October	Monday 23 October - Friday 22 December	Monday 08 January - Friday 30 March	Monday 16 April – Friday 29 June
Lecturers	Monday 14 August – Friday 06 October	Monday 23 October – Friday 22 December	Monday 08 January - Friday 30 March	Monday 16 April – Friday 29 June
	<i>40 days</i>	<i>45 days</i>	<i>60 days</i>	<i>55 days</i>

Shetland Schools	Monday 14 August – Friday 06 October	Monday 23 October – Friday 22 December	Monday 08 January - Friday 30 March	Monday 16 April – Friday 29 June
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UHI Semester Dates	Semester 1 - HN Provision	Semester 2 - HN Provision
	11 September 2017 – 19 January 2018	29 January – 08 June 2018
	Semester 1 - all UG/PGT Degree Provision	Semester 2 - all UG/PGT Degree Provision
	11 September 2017 – 01 December 2017	29 January – 04 May 2018
	October Reading Week – 16 – 20 October 2017	

In-service dates – 14&15 August 2017, 23&24 October 2017 (*October In-service is in line with Shetland Schools and whilst college staff can apply to attend these events, Shetland College classes will not be cancelled, so staff will need to arrange cover or self-study for their pupils on these days*).

Up Helly Aa holiday Tuesday 30 January 2018 - if teaching staff take this as a holiday, they must make up these hours at another time throughout the session



Meeting(s):	Shetland College Board	14 June 2017
Report Title:	Shetland College Board Membership	
Reference Number:	GL-29-17-F	
Author / Job Title:	Jan-Robert Riise, Executive Manager - Governance and Law	

1.0 Decisions / Action required:

- 1.1 That the Board considers whether it wishes to RECOMMEND that the Council continue to appoint additional non-councillor members as voting members of the Shetland College Board; and
- 1.2 Should the Board agree to do so, recommend that the Council proceeds on the basis of the arrangements set out in section 4.0 of this report.
- 1.3 The Board is also asked to consider whether to recommend that the Council include the addition of student representatives on the College Board membership, with observer status at this time, but that this representation is reviewed as part of the ongoing review of the joint working arrangements.

2.0 High Level Summary:

- 2.1 As this is the first meeting of the Board to be held after the ordinary election of Shetland Islands Council, the Board is required to consider whether it wishes to recommend that the Council continue to appoint non-councillor members to the Board. Representation of College Students is also a matter on which the views of the Board is being sought.

3.0 Corporate Priorities and Joint Working:

- 3.1 Appointment of additional non-councillor members with relevant skills and experience to the Shetland College Board will help support the Council's aim to ensure that there is a close match between the skills that businesses need and those that the trained workforce have.

4.0 Key Issues:

- 4.1 During the 2012-2017 Council term, the Shetland College Board membership included two additional non-councillor members, appointed following a public advertisement for those with relevant skills and expertise. Those appointments came to an end on 3 May 2017, and the Council, at its statutory meeting on 18 May, asked the Board to consider whether the Council should continue with those appointments.

4.2	Should the Board agree to do so, arrangements will be put in place to commence with advertising the two vacancies, in consultation with the Chair of Education and Families Committee and the Chair of the Shetland College Board, and nominations will be reported to the Council at its meeting on 30 August 2017. A copy of the advertisement used on the previous occasion is attached as Appendix 1 to this report, and the Board should consider whether to proceed on the same basis, or whether to expand on this further to include reference to the joint working arrangements with the NAFC.
4.3	A report by HM Inspectors, on behalf of the Scottish Funding Council, published on 10 January 2014 considered the issue of how well learners engaged in enhancing the work and life of the College, and stated that "Learners are represented on key cross-college committees, including the <i>Academic Board</i> and its sub-committees; the <i>Quality Improvement Committee</i> , <i>Health and Safety Committee</i> and <i>Equalities Committee</i> , which enhances further the learner voice in college decision making. However, currently, the college has not managed to secure FE learner attendance at Board of Management Committee meetings".
4.4	The Board may therefore also wish to consider whether further exploration should take place as to student representation on the College Board. Bearing in mind that voting membership will change the ratio of elected/non-elected members on the Board, the Board may wish to recommend that student representation be sought on an observer basis at this time, and that any further changes to be made to the Board membership be considered during the ongoing review of Tertiary Education, and in particular as governance issues progress.

5.0 Exempt and/or confidential information:	
5.1	None.
6.0 Implications :	
6.1 Service Users, Patients and Communities:	None.
6.2 Human Resources and Organisational Development:	None.
6.3 Equality, Diversity and Human Rights:	None.
6.4 Legal:	None.
6.5 Finance:	Non-councillor appointments to the Board are unpaid, but incidental expenses will be met from Executive Services - Council Members [SRX0160] approved revenue budget.

6.6 Assets and Property:	None.	
6.7 ICT and new technologies:	None.	
6.8 Environmental:	None.	
6.9 Risk Management:	None.	
6.10 Policy and Delegated Authority:	The appointment of non-councillor members is provided for within the Council's Constitution. At its meeting of 18 May 2017, the Council remitted consideration of the question of whether additional members are required to the Board (Min Ref 36/17). However the appointment of any non-councillor members is a matter reserved to the Council.	
6.11 Previously considered by:	N/A	

Contact Details:

Lynne Geddes, Committee Officer

lynne.geddes@shetland.gov.uk

29 May 2017

Appendices:

Appendix 1 - Draft Advertisement for Non-councillor appointments.

Background Documents:

SIC Constitution - Part A – Governance

Report by HM Inspectors on behalf of the Scottish Funding Council:

<http://www.shetland.gov.uk/coins/viewDoc.asp?c=e%97%9Dc%96m%80%88>

END

**Shetland College – Shetland Islands Council
University of the Highlands and Islands**

Shetland College Board (appointment of two non-elected members)

Applications are invited from the general public for the above posts of independent members of Shetland College Board.

The Shetland College forms part of Shetland Islands Council and is a partner of the University of the Highlands and Islands.

The Shetland College Board is responsible for the giving of strategic direction to the management and operation of the Shetland College based at Gremista Lerwick. The College provides access to a wide range of UHI courses through online, video conferencing and face-to face study, and the Board provides a key role in ascertaining the needs of users, including the business sector. The Board strives to promote access between school, work and higher education

The College Board is looking for high calibre, committed individuals from the local community with an interest in skills development through Further and Higher Education. The successful candidates will join the other Board members in overseeing the management and operation of the College, and in the development of the future strategic direction for the College.

Please note that the post is unpaid, but incidental expenses will be met.

If you are interested in this post and would like to receive an application form please contact :

Shetland Islands Council
Governance and Law - Corporate Services Department
Montfield, Burgh Road
Lerwick
Shetland
ZE1 0LA

Telephone 01595 744554
email administrative.services@shetland.gov.uk

Closing Date for applications: TBC