FINANCE AND RESOURCES COMMITTEE

NOTICE
There will be a meeting of the Finance and Resources Committee (FRC) at 1330 hours on 02 December 2025 in the Boardroom and on Teams. Note: The Chair of the FRC is welcome to attend the ARC and the Chair of the ARC is welcome to attend at the FRC although this is not mandatory practice.

AGENDA			
Agenda Item		**Paper**	**Lead**
01	**Apologies for Absence**	N	VA
02	**Declaration of any potential Conflicts of Interest in relation to any Agenda items**	N	All
03	**Minutes of Previous Meetings** 26 August 2025	Y	LW
04	**Matters Arising from the Previous Meeting**	N	LW
05	**Matters for Joint Committee Approval**		
05.1	**Reserved Item: Commercially Sensitive in Draft Form** **Draft Financial Statements for the year to 31 July 2025**; to be considered in conjunction with: **Proposed Annual Audit Report to the Board of Management and the Auditor General for Scotland (i.e. report of the external auditors)**	Y Y	EMcK KN
06	**Matters for Discussion**		
06.1	Management Accounts to 31 Oct 2025	Y	PF
06.2	Cashflow Report	Y	PF
06.3	Quarterly Update – Procurement	Y	PF
06.4	Procurement Annual Report 2024/25	Y	PF
07	**Matters for Approval**		
07.1	Procurement Strategy	Y	PF
07.2	Modern Slavery Statement	Y	EMcK
07.3	Committee Terms of Reference	Y	VA
08	**Matters for Information**		
08.1	Capital Expenditure	Y	EMCK
08.2	Quarterly Update – Facilities	Y	EMcK
08.3	Quarterly Update – Environmental and Sustainability	Y	WMacL
08.4	Student Fees Policy 2025-26	Y	EMCK
08.5	Fee Waiver Policy 2025-26	Y	EMCK

08.6	CLIC Innovate UK: Progress Update	Y	EB
08.7	**Reserved Item: Commercially Sensitive** Business Innovation: Pipeline of Activity 2025-26	Y	SP
08.8	SFC Financial Sustainability Reports: Financial Sustainability of Colleges in Scotland 2022-23 to 2027-28 and Financial Sustainability of Universities in Scotland 2022-23 to 2026-27	Y	EMCK
09	**Any Other Business**		
10	**Summation of Actions and Dates of Next Meetings (24 Feb 2026)**		

Key:

DM	Douglas Morrison	Chair – Board of Management
EMcK	Elaine McKechnie	Vice Principal – Finance, Resources and Sustainability
HA	Heather Anderson	Committee Member
LW	**Laura Wright**	**Chair – Finance and Resources Committee**
OA	Odira Atueyi	Committee Member
PF	Paddy Feechan	Head of Finance
SG	Scott Gray	Committee Member
SMcM	Stella McManus	Principal
VA	Vari Anderson	Governance Professional
WMacL	Wilma MacLeod	Head of Curriculum
KN	Kerry Nelson	Senior Audit Manager – Audit Scotland

Unconfirmed FRC Minutes

FINANCE AND RESOURCES COMMITTEE

MINUTES

FRC Committee on 26 August 2025 at 1730 hours via Microsoft Teams or in the Boardroom at South Lanarkshire College

Present	**In Attendance**
Laura Wright, Chair (FRC)	Elaine McKechnie
Douglas Morrison, Chair of the Board (online)	Paddy Feechan
Stella McManus, College Principal	Wilma MacLeod
Scott Gray, Committee Member	James Jamieson
Heather Anderson, Committee Member	
Odira Atueyi, Committee Member	
Vari Anderson, Governance Professional Christine Clark (Executive & Governance Administrator)	

AGENDA ITEM	
01	**Apologies for Absence** None
02	**Declaration of any potential Conflicts of Interest in relation to any Agenda items** None noted.
03	**Minutes of Previous Meeting – 13 May 2025** The minutes were noted as accurate. Welcome to Odira Atueyi and Heather Anderson.
04	**Matters Arising from the Previous Meeting – 13 May 2025** ACTIONS: Item 5.6 - HRC will be updated with statistics for VS to include: number of expression of interests received, number of applications received, outcomes of applications and number of relative appeals. **Completed.** Item 7.1 - Clarity around grant funding methodology from SFC requested, it being noted that there's a Finance Directors Meeting in June. If information not forthcoming, Chair of the Board will write to SFC. Request for sight of opportunities and/or relationship pipeline for diversification, including examples of unsuccessful bids. **As per agenda.**

	Matters for Discussion
05	**Management Accounts to 31 July 2025**
05.1	The Committee noted the contents of the report, the financial position for the period and the supporting narrative.
05.2	**Cashflow Report** The Committee noted the contents of the report and update following discussion with HSBC. The Chair of the Board of Management was pleased to see the range of measures in place to manage cashflow as effectively as possible, noting the deficit position and SFC's awareness of challenges in the sector. Noted funding contract is still outstanding following the OF&AM meeting which took place in July 2025.
05.3	**Quarterly Update – Procurement** The Committee noted the report and the further update due in November 2025. Discussion covered items for clarification around C1 collaboration, any continuing contracts with New College Lanarkshire, risk management, new mobile phone tech fund, and AI. The Committee noted there are no signed contracts with NCL.
05.4	**Quarterly Update – Facilities** The Principal acknowledged the inputs to the report from the Depute Head of Facilities due to a period of absence from the Head of Facilities over the summer. The Principal provided a brief update around the ongoing issue with the second lift and engineers are currently concluding on the best course of action to take to progress works as soon as possible. The Committee noted the update around the College's energy consumption, solar PV generation, waste reporting mechanism and water consumption and ongoing monitoring. The Committee noted the level of operational detail within the report, and it was suggested that some of the data presented now form an appendix. The College confirmed that the Head of Digital is currently developing a portal to digitise the data to address this concern.
05.5	**Quarterly Update – Climate Change Emergency Action Plan** The Committee noted the contents of the report and the ongoing work on climate change across the College. The Head of Curriculum acknowledged that the College sector has yet to receive a revised template for the completion of the Public Body Climate Change Duties Report (PBCCDR) 2024/25. The Report deadline is 30 November 2025.

	The Committee acknowledged the recent Gold Award to Horticulture students and the Parliamentary presentation around sustainability. In terms of the CCEAP, the ten actions have reduced to five with remaining actions in view to complete in due course.
05.6	**FRC Work Plan for 2025/26** The Committee noted the contents of the report and accepted the plan. The Committee discussed the feasibility of preparing a 3yr financial forecast at the point of setting the annual budget and concluded this was unrealistic due to time constraints at budget setting stage. The Chair of the Committee echoed support of the proposal move the 3-year forecast from May/June to the August/September meeting in the workplan which was duly accepted. This is on the Agenda under item 06.1.
05.7	**Reserved Item: Commercially Sensitive** **Business Innovation: Pipeline of Activity 2025/26** The Committee noted and fully discussed the paper. The contents of discussion cannot be minuted due to being commercially sensitive.
05.8	**Minimum Financial Assistance (MFA) Tracker** The Committee was provided with an overview of the Subsidy Control Act 2022 and the new legislative restrictions around Minimum Financial Assistance on breach of a £315,000 threshold. The Committee noted no current breaches to the threshold, which will continue to be monitored and updated at the quarterly meetings. DM was pleased to note the strong compliance position with systems checks and measures in place.
05.9	**Principal and Executive Team Expenses for 2024/25** The Committee noted this exercise will be carried out annually and be highlighted for information. It detailed all expenses and training costs for the Principal, and both Vice Principal postholders. Discussion included the data being independently verified by the Head of Finance. While the report noted a low volume of transactions, the purpose of the paper was to be transparent, and it was deemed worthwhile due to known number of FOI requests across the sector for this type of expenditure breakdown.
05.10	**Account Direction 2024/25** The Committee noted there are no significant changes to the requirements contained in the Account Direction issued by SFC. 4 changes for 2025 from the SFC were noted within the paper and a hyperlink was included for information.

05.11	**Accounting Policies for Financial Statements 2024/25** The Committee noted there are no updates proposed to accounting policies this year and was asked to agree the anticipated policies for use within the financial statements.
05.12	**Financial Assumptions for Pension Disclosures 2024/25** The Committee noted the standard assumptions used by the Actuary were generally accepted by the College Sector for pension disclosures. It was separately noted that the actuaries did not perceive any impact on funding from the removal of Strathclyde Pension Fund members due to Voluntary Severance. Discussions are ongoing with Actuaries around the headcount reduction although it is unlikely to result in further adjustments. The Chair acknowledged acceptance of these assumptions is usually the most financially prudent course of action and no further concerns were raised.
	Matters for Approval
06	**Reserved: Commercially Sensitive** **Finance Forecast Return (FFR) & Supporting Commentary for SFC**
06.1	The Committee noted and fully discussed the FFR and **approved** same and remitted to the Board.
06.2	**Environmental Sustainability Policy** The Committee noted previous approval by SLT, and the policy will require annual review due to changes in legislation. The Committee **approved** same and remitted to the Board.
	Matters for Information
07	**Capital Expenditure**
07.1	The Committee noted a projected spend on capital works in the 12 months to 31 July 2025 of £638k. Discussion ensued around the Committee having oversight of final report, emergency funding and any opportunities for sponsorships.
07.2	**CLIC Innovate UK: Progress Update** The Committee was advised of the new Business Innovation Team activities around 3 strands, with digital focus now being considered, an innovation hub for staff to support mini-innovation projects and the roll out of Accelerator Programmes. For the mini-innovation project proposal the Committee learned that a panel will be formed for decision making around projects that align with highly sought after government initiatives. Discussion around university partnership and shared services within the CLIC project. The Committee also offered expertise and support to take part in a panel to critically evaluate mini-innovation projects.

07.3	**Legal Fee expenditure to 31st July 2025 Reserved item: Commercially Sensitive** The Committee was provided with an update on the legal fee expenditure, the details of which cannot be published as they are commercially sensitive.
07.4	**Government Financial Reporting Manual (FreM) 2024/25** The Committee noted the report with reference to two changes in year which may impact on college sector financial statements: pension disclosure benefits and the remuneration report. The Committee took assurances that the College would action any disclosure updates as required.
07.5	**Financial Sustainability of Scotland's Colleges (Scottish Parliament)** The Committee noted the report, particularly the link to the briefing, and the key financial challenges with the hope of greater partnership working and a potential revision of the funding model for 26/27 to enhance flexibility to better support colleges financially.
07.6	**SFC College Infrastructure Investment Plan** The Committee noted the self-explanatory report and the SFC outline of the next phase of work over the next 12 months. Discussion centred around opportunities to link the Infrastructure Investment Plan to the College's internal estates strategy.
	Any Other Business
08	Nil raised.
09	**Summation of Actions and Date of Next Meeting – 02 December 2025 – joint FRC/ARC)** Item 5.1 - The Board will monitor the risk of the lack of clarity received from SFC and raise with ARC where necessary. Consideration to be given to adding the deficit budget risk and link to OSCR to be added to risk register Item 5.3 - PF to confirm what 'Mobile Voice and Data Services' refers to Item 5.7 - Consider Business Innovation/Board Strategy Day. Item 6.1 – Paper approved and remit to the Board. Item 6.2 - Paper approved and remit to the Board. Meeting closed 19.20

FINANCE & RESOURCES COMMITTEE

DATE	02 December 2025
TITLE OF REPORT	Management Accounts to 31 October 2025 & Cashflow
REFERENCE	06.1 and 06.2
AUTHOR AND CONTACT DETAILS	Paddy Feechan, Head of Finance paddy.feechan@slc.ac.uk Elaine McKechnie, Vice Principal – Finance, Resources & Sustainability Elaine.mckechnie@slc.ac.uk
PURPOSE:	To update Members on management accounts to 31 October 2025 in conjunction with a projection of cashflow for 2025/26 and 2026/27 based on actual income and expenditure.
KEY RECOMMENDATIONS/ DECISIONS:	Members are asked to: • note the contents of the report, the financial position for the period and the supporting narrative; and • note the longer term cashflow situation as notified to Scottish Funding Council and the short term cashflow situation as presented to the SLT monthly.
RISK	The main risks are to: • Going concern; that the College cannot maintain financial sustainability and is unable to provide high quality education and support to its students; and that • There are insufficient funds for capital maintenance and maintenance requirements.
RELEVANT STRATEGIC AIM:	• The Student Experience • Growth and innovation • Sustainability
SUMMARY OF REPORT:	• The report contains a summary of income and expenditure for period ended 31 October 2025 • The Committee is asked to note a draft operating surplus of £408k as at 31 October 2025, with a projected full year forecasted deficit of £518k (2025:26 Budgeted deficit £788k). • The improvement on the forecasted full year deficit of £518k from £788k is in respect of circa £300k temporary

	savings in payroll from vacant roles and roles that have not yet recruited through the restructure, a further £100k in respect of employability funding through SL Council and a partial offset of circa £200k in respect of anticipated depreciation charges for 2025-26 following change in approach in 2024-25 accounts.
	• The cash flow report suggests that the College cash balance will land around £1.6M by Jul 2027. This is contingent on the College growing and diversifying revenue streams and recognising continued cost efficiencies and procurement savings.

1 **INTRODUCTION**

1.1. This paper provides an overview of actual financial results for the period ending 31 October 2025 in conjunction with a projection of cashflow for academic year 2025-26 and 2026-27 based on actual income and expenditure to 31 October 2025.

2 **BACKGROUND**

2.1 Learning and teaching core funding in 2024/25 has been maintained at the same level as 2024/25.

2.2 The 20% cut in funding (in real terms) across the last 3-4 years means that the College needs to be more proactive in managing its cost base and identifying greater commercial income activity to try and protect resources and bring more financial stability to its operations over the next two years.

2.3 As noted in the prior year, the restructure and Voluntary Severance initiative has brought some financial stability to the College in the absence of funding increases. However, the College remains aware of the unavoidable impact of nationally agreed pay awards and employer National Insurance and pension rate increases which will erode the temporary savings realised through Voluntary Severance entirely within 2-3 years.

3 **ASSUMPTIONS AND LIMITATIONS**

3.1 The Committee is asked to consider the limitations of the management accounts process at this current stage in the academic year; primarily:

3.1.1 The Finance Team are currently working through a review staffing budgets and in-year temporary savings to verify the suggested £300k saving above. However, an initial review suggests that this level of saving (at this point in the year) is realistic but the College recognises some of this saving may be utilised across Jan – July as roles are backfilled/recruited. Further details will follow in the next committee cycle.

3.1.2 The accounts include deferred income and accrued income adjustments for all material income streams but further work is ongoing to build out month end processes across 2025/26 to ensure completeness of all income streams.

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

4.1 The College has recognised a year-to-date operating surplus of £408K, with a full year predicted forecast deficit of £518k (2025/26 budget deficit £788k).

4.2 The improvement on the forecasted full year deficit of £518k from £788k is due largely to circa £300k temporary savings in payroll from vacant roles and roles that have not yet recruited through the restructure, a further £100k in respect of employability funding through SL Council and a partial offset of circa £200k in respect of anticipated depreciation charges for 2025-26 following change in approach in 2024-25 accounts.

5 **MANAGEMENT ACCOUNTS: INCOME**

5.1 Total income for the period of £5.216M has been received, with £4.098M relating to Scottish Funding Council (SFC) recurring grants, representing 78.6% of total income. SFC

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

5.2 The Committee is advised that funding towards pay increases and employer pension contributions has been absorbed within the core grant-in-aid funding this year and funding from the Scottish Funding Council has been recognised across August – October 2025 in line with monthly drawdown submissions.

5.3 Within non-recurring grants, £41K has been received across August – October 2025 in recognition of support for employer National Insurance (NI) increase.

5.4 Fees of £576K reflect course fees, vocational courses, school provisions and commercial income for the period to 31 October 2025.

5.5 Other contracts of £26K contain provision for funding in respect of Employability Hub (formerly Rural Academy) for which circa £315k has been awarded from South Lanarkshire Council to 30 September 2026.

5.6 Other revenue grants of £85K contain income of £32K in respect of UKRI Innovate UK funding to 31 October and £53K in respect of Foundation funding that has been deferred and will be released in 2025-26 in line with the terms of each project.

5.7 Other income of £20K contains £9K in respect of the Nursery rental from August – October and £11K in the form of scrap sales across curriculum areas.

5.8 Investment income of £1k is in respect of bank interest generated.

6 MANAGEMENT ACCOUNTS: EXPENDITURE

6.1 Wages and salaries are £3.404M YTD, being under budget by £190K primarily due to vacant roles. The costs include accruals for support staff pay awards at 4.25% from 1 September 2025, amounting to £35K year to date. Lecturing staff pay awards of 4.14% have already been paid from 1 September 2025.

6.2 Non salary expenditure/overheads of £1.404M (versus £1.368M budget) are marginally overspent.

6.2.1 Property expenditure is over budget by £83K which largely reflects above average inflationary increases on many service contracts utilised by the College. Work is ongoing within the Facilities team to prepare a fully costed Planned Preventative Maintenance (PPM) schedule to enable closure tracking of costs and to support the build of budgets for 2026/27.

6.2.2 Net depreciation refers to the cost of depreciation that is met through self-funding initiatives as opposed to specific grant funding received and amortised at the same rate as the underlying asset depreciates. Following the removal of the weighted average depreciation rates across the buildings (now depreciated in line with the rates advised by independent valuers for each component part of the building), it is recognised that there will now likely be an increased net depreciation charge across

the year of circa £200K (£50K year to date), which has been recognised in the financial results to 31 October 2025

7   CASH FLOW

7.1 The College makes its cashflow return to the Funding Council each month. This incorporates its required drawdown, based on the grant in aid allocation, and it also incorporates a cashflow forecast for the year. The latest submission was made in November 2025. The next submission is due 15 December 2025.

7.2 The Committee is asked to note the estimated cash outflow of circa £1.6M by July 2027.

7.3 The College currently has £2.1M of actual cash funds in the bank as at the end of October 2025. Allowing for SFC continued funding and with £100k of voluntary severance payout pending in Dec 2025, the cashflow projection at section 10 suggests the College will operate within a range of £2M - £2.6M in funds each month until March 2027, before cash balances begin to erode more substantially to £1.6M by Jul 2027. As a rule of thumb, it is in the College's interest to hold at least enough funding each month to pay employees the following month, which will be nearer £1.2M in cash reserves.

7.4 The Committee is advised that following on from discussions with bankers to look at higher interest generating deposit accounts, the Scottish Funding Council has confirmed that such deposits are forbidden under the terms of the Scottish Public Finance Manual (SPFM).

7.5 The College does however recognise that the continuation of cash in the bank is contingent on the College growing and diversifying revenue streams, together with the prioritisation of cost efficiencies and procurement savings.

7.6 The College will continue to closely monitor cashflow monthly and bring updates on a timely basis.

8   MANAGEMENT ACCOUNTS TO 31 OCTOBER 2025

SOUTH LANARKSHIRE COLLEGE Management Accounts for the year ended 31st July 2026	Note	Period Ended 31st Oct 2025				Year ended 31st July 2026				Year ended 31st July 2025	
		Actual £'000	Budget £'000	Variance £'000		Forecast £'000	Budget £'000	Variance £'000		Actual £'000	Variance £'000
INCOME						3431					
Scottish Funding Council grants											
SFC recurrent grant		4,098	4,098	(0)		13,724	13,724	0		14,149	425
SFC non recurrent grants - other		41	41	(0)		497	497	0		243	(254)
Release of government capital grants		234	234	0		936	936	0		722	(214)
FE and HE Childcare		102	102	0		406	406	0		328	(78)
Total		4,474	4,475	(0)		15,563	15,563	0		15,442	(121)
											0
Tuition fees and education contracts											0
UK Higher Education students		181	229	(48)		916	916	0		821	(95)
Non EU Higher Education students		0	8	(8)		0	30	30		23	23
UK Further Education students		257	249	8		1,028	994	(34)		1,254	226
SDS contracts		112	124	(12)		449	496	47		559	110
Other contracts		26	49	(23)		685	585	(100)		283	(402)
Total		576	658	(82)		3,078	3,021	(57)		2,940	(138)
											0
Other Income											0
Other revenue grants		85	27	58		108	108	0		324	216
Other income		20	30	(10)		79	119	40		37	(42)
Release of ERDF deferred capital grant		0	0	0		0	0	0		96	96
Release of Scottish Government deferred capital grant		24	24	0		96	96	0		139	43
Release of Energy Saving Partnrship deferred capital grant		35	35	0		139	139	0		5	(134)
Release of Business Stream deferred capital grant		1	1	0		5	5	0		3	(2)
Release of SLC Foundation capital grant		0	0	0		0	0	0		2	2
Total		164	116	47		422	467	45		606	184
											0
Investment Income		1	0	1		0	10	10		46	46
											0
Total Income		5,216	5,248	(34)		19,063	19,061	(2)		19,034	(29)
EXPENDITURE											
Staff Costs											
Teaching departments		2,157	2,309	151		8,929	9,235	306		9,511	582
Teaching services		606	551	(56)		2,224	2,202	(22)		2,513	289
Administration and central services		385	377	(8)		1,542	1,509	(33)		2,127	585
Premises		218	239	21		872	954	82		950	78
Other support services		37	119	82		400	477	77		474	74
		3,404	3,594	190		13,967	14,377	410		15,575	1,608
Non Salary Expenditure											
Property		398	315	(83)		1,593	1,260	(333)		1,670	77
FE and HE Childcare		102	102	0		406	406	0		328	(78)
Net Depreciation		487	438	(50)		1,950	1,750	(200)		1,938	(12)
Central Services		150	202	52		600	807	207		1,173	573
Marketing		18	25	7		73	100	27		136	63
Academic supplies		241	269	28		962	1,075	113		898	(64)
Cross College Costs		8	19	11		31	74	43		293	262
		1,404	1,368	(36)		5,615	5,472	(143)		6,436	821
											0
Total Expenditure		4,808	4,962	154		19,581	19,849	268		22,011	2,430
											0
Surplus / (Deficit)		408	286	(189)		(518)	(788)	(270)		(2,977)	(2,459)

9 SHORT TERM CASH FLOW PROJECTION

South Lanarkshire College				
Short term cash flow forecast				
Nov-25				
Balance at 31 October 2025	A	1,902,600		Note anticipated balance of £2.0M
		Expected	Actual	
Inflow				
SFC grant in aid drawdown		1,413,084		Month 1 of drawdowns
SFC student support drawdown		404,423		Month 1 of drawdowns
SFC Capital Grant		89,188		Month 1 of drawdowns
SFC Support for NI increase		0		Month 1 of drawdowns
		1,906,695		
Other (inc. fees)		250,000		
Expected inflow for Nov 2025	B	2,156,695		
Outflow				
Salaries - net pay		(993,105)		Payable 26th November 25
Salaries - deductions		(500,000)		Employee & employer salary contributions for Oct 25 payable in Nov 25
Student support		(404,423)		
Purchase ledger		(200,000)		
Capital grant expenditure		(50,000)		
Expected outflow for Nov 2025	C	(2,147,528)		
Movement during the month	(B - C) = D	9,167		
Expected cash at 31 Nov 2025	(A - D) = E	1,911,767		
Sums ring-fenced & carried forward from earlier financial years into 2025/26				
Salary award		0		Curriculum staff
Job evaluation - unfunded		0		Additonal Job Evaluation unfunded accrual LTD as at 31 Jul 24 now removed
Capital expenditure		321,077		Per CAPEX funding received for 25/26
ESF clawback provision		0		
Building retention		32,000		
Student funding to be repaid		0		
Apprentice support fund		6,000		
	F	359,077		
Cash provisions for items carried from 2024/25 budget				
Professional fees		0		Includes £50K provision
ET		0		Estimation of potential ET costs now removed however College remains aware of potential Appeals process
Voluntary Severance		300,000		Estimation of residual cash outlay to be expended (primarily pension strain costs for 26/27 and 27/28)
	G	300,000		
Funds to be retained from cash balance				
	(F + G) = H	659,077		
Free funds forecast at 31 Aug 2025	(E - H) = J	1,252,690		Note: one month's salaries = £1.2m
Major contract income receivable in respect of 2024/25				
CITB income				0
		0		
SNIPEF income				
Major contracts income receivable		0		

10 MONTHLY CASHFLOW (Last submission date of 14 November 2025)

Table 1 Cashflow projection

Monthly cashflow forecast:

	Current Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27	Total FY 2025-26	Total AY 2025-26	Total FY 2026-27	Total AY 2026-27
RDEL																									
Income from foundation (revenue)																						0	0	0	0
Other Income excluding EMA (revenue)	290,000	338,125	676,073	188,125	342,625	363,125	575,177	263,125	163,125	149,995	182,280	300,000	290,000	425,000	662,948	125,000	129,500	300,000	562,052	200,000	145,500	3,506,905	3,666,944	3,629,275	3,472,275
RSB funding																						0	0	0	0
Total RDEL income (excluding drawdown)	290,000	338,125	676,073	188,125	342,625	363,125	575,177	263,125	163,125	149,995	182,280	300,000	290,000	425,000	662,948	125,000	129,500	300,000	562,052	200,000	145,500	3,506,905	3,666,944	3,629,275	3,472,275
Wages and Salaries	1,170,000	1,270,000	1,190,000	1,190,000	1,190,000	1,190,000	1,190,000	1,190,000	1,190,000	1,190,000	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000	1,220,000	15,014,674	14,243,900	14,490,000	14,610,000
Restructuring costs																									
Other Operating Expenditure excl EMA	350,000	300,000	200,000	250,000	351,455	350,000	350,000	275,000	300,000	400,000	459,936	550,000	275,000	250,000	255,000	300,000	351,455	300,000	350,000	375,000	348,545	4,322,765	4,099,051	4,116,391	4,214,936
NPD Unitary charges (paid by colleges)																						0	0	0	0
Return of funds to SFC (Clawback, SSF etc)																						0	0	0	0
Donation to Foundation																						0	0	0	0
High priority backlog- resource																						0	0	0	0
Lifecycle maintenance resource	0	0	0	0	0		0	0		0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
Student Support expenditure (excluding EMA)	400,539	404,423	303,318	323,538	687,696	483,539	493,981	283,095	0	0	465,087	563,981	323,539	404,423	303,318	323,538	633,162	483,539	493,981	367,052	0	4,100,237	4,358,037	4,277,663	4,361,620
Total RDEL expenditure	1,920,539	1,974,423	1,693,318	1,763,538	2,229,151	2,023,539	2,033,981	1,748,095	1,490,000	1,590,000	2,145,023	2,333,981	1,818,539	1,874,423	1,778,318	1,843,538	2,204,617	2,003,539	2,063,981	1,962,052	1,568,545	23,437,675	22,700,988	22,884,054	23,186,556
Net RDEL expenditure (a)	-1,630,539	-1,636,298	-1,017,245	-1,575,413	-1,886,526	-1,660,414	-1,458,804	-1,484,970	-1,326,875	-1,440,005	-1,962,743	-2,033,981	-1,528,539	-1,449,423	-1,115,370	-1,718,538	-2,075,117	-1,703,539	-1,501,929	-1,762,052	-1,423,045	-19,930,771	-19,034,045	-19,254,779	-19,714,281
CDEL																									
Income from foundation (capital)																						0	0	0	0
Proceeds of sale of fixed assets																						0	0	0	0
Other income (capital)	90,428	118,916	35,007	10,504	90,566	97,759	90,849	174,757	120,718	20,000	56,297	26,507	50,000	118,916	35,007	10,504	90,566	97,759	197,759	174,757	13,808	345,421	829,504	891,880	891,880
Total CDEL income	90,428	118,916	35,007	10,504	90,566	97,759	90,849	174,757	120,718	20,000	56,297	26,507	50,000	118,916	35,007	10,504	90,566	97,759	197,759	174,757	13,808	345,421	829,504	891,880	891,880
Backlog maintenance capital																						0	0	0	0
Lifecycle maintenance capital																						0	0	0	0
Digital poverty																						0	0	0	0
Other capital expenditure (land, buildings, fixtures, IT)	32,256	47,424	6,676	9,921	57,983	421,070	46,070	46,070	162,035	37,417	18,451	43,924	32,256	10,006	6,676	9,921	57,983	171,070	171,070	171,070	162,035	345,421	829,505	891,880	891,880
Work in Progress (Assets Under Construction)																						0	0	0	0
Surrender of proceeds																						0	0	0	0
Total CDEL expenditure	32,256	47,424	6,676	9,921	57,983	421,070	46,070	46,070	162,035	37,417	18,451	43,924	32,256	10,006	6,676	9,921	57,983	171,070	171,070	171,070	162,035	345,421	829,505	891,880	891,880
Net CDEL expenditure (b)	58,172	71,492	28,331	583	32,583	-323,311	44,780	128,687	-41,317	-17,417	37,846	-17,417	17,744	108,910	28,331	583	32,583	-73,311	26,690	3,687	-148,227	0	-1	0	0
ODEL																									
Capital Loan/Lennartz Repayments (c)																						0	0	0	0
EMA																									
EMA income	2,640	8,370	11,580	4,830	20,785	0	9,550	13,500	5,580	540	1,320	2,640	8,370	11,580	4,830	20,785	0	9,550	13,500	5,580		89,595	86,878	78,695	78,695
EMA expenditure	8,370	12,390	4,020	7,800	10,380	4,890	13,500	5,160	540		2,610	8,370	12,390	4,020	7,800	10,380	4,890	13,500	5,160	540		84,030	82,440	74,550	69,660
Net EMA (d)	-5,730	-4,020	7,560	-2,970	10,405	-4,890	-3,950	8,340	5,040	540	-1,290	-5,730	-4,020	7,560	-2,970	10,405	-4,890	-3,950	8,340	5,040	0	5,565	4,438	4,145	9,035
Total Net Outflows/(Inflows) (a)+(b)+(c)+	-1,578,097	-1,568,826	-981,354	-1,577,800	-1,843,538	-1,988,615	-1,417,975	-1,347,943	-1,363,152	-1,456,882	-1,926,188	-2,057,128	-1,514,815	-1,332,953	-1,090,009	-1,707,550	#######	-1,780,800	-1,466,900	-1,753,325	-1,571,272	-19,925,206	-19,029,607	-19,250,634	-19,705,246
Opening Bank Balance	2,110,462	2,261,039	2,228,811	3,168,204	2,550,778	1,283,464	1,599,747	1,718,371	2,099,102	2,080,471	2,544,337	2,538,897	2,210,443	2,424,302	2,627,947	3,458,685	2,711,509	1,240,309	1,764,407	1,834,106	1,809,455				
Net Cash Available	532,365	692,213	1,247,456	1,590,404	707,240	-705,151	181,773	370,428	735,950	623,589	618,149	481,769	695,628	1,091,349	1,537,937	1,751,135	664,085	-540,491	297,508	80,781	238,183				
SFC Cash Drawdown Total	1,728,674	1,536,598	1,920,748	960,374	576,224	2,304,898	1,536,598	1,728,674	1,344,521	1,920,748	1,920,748	1,728,674	1,728,674	1,536,598	1,920,748	960,374	576,224	2,304,898	1,536,598	1,728,674	1,344,521	18,927,522	19,207,479	19,207,479	19,207,479
Closing Bank Balance	2,261,039	2,228,811	3,168,204	2,550,778	1,283,464	1,599,747	1,718,371	2,099,102	2,080,471	2,544,337	2,538,897	2,210,443	2,424,302	2,627,947	3,458,685	2,711,509	1,240,309	1,764,407	1,834,106	1,809,455	1,582,704				
	33	39	53	33	16	23	29	38	38	35	32	36	39	44	56	36	17	24	26	31					

8

11 EQUALITIES

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

12 RISK AND ASSURANCE

12.1   The main risks are:

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

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

12.2   Assurances continue to be given by the College that work will continue to progress monthly reporting development across 2025-26. Furthermore, the College is committed to monitoring its cashflow in both the short and long term and with more robust monthly reporting, the College will continually aim to be proactive in managing its finances against the context of a challenging year due to sectoral funding cuts and general inflationary pressures.

13 RECOMMENDATIONS

13.1   Members are recommended to:

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

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

FINANCE AND RESOURCES COMMITTEE

DATE	2 December 2025
TITLE OF REPORT	Procurement: Quarterly Update
REFERENCE	06.3
AUTHOR AND CONTACT DETAILS	Sue Hampshire, Procurement Manager Sue.Hampshire@slc.ac.uk
PURPOSE:	To update the Committee on the Procurement function
KEY RECOMMENDATIONS/ DECISIONS:	The Board is asked to: • Review and acknowledge that Procurement has been continuously improving over this period. • Support the approval of potential contract for Lift replacement – circa £320k as a health and safety requirement. • Acknowledge that all potential savings will continue to be monitored and reported to the Board.
RISK	• That there is a failure of Corporate Governance arrangements and / or Financial Controls where the College does not follow Scottish Government procurement guidance. • The College does not receive value for money. • The College does not have sufficient resource to undertake full procurement due diligence and process.
RELEVANT STRATEGIC AIM:	• The Student Experience • Sustainability
SUMMARY OF REPORT:	• 5 tenders were awarded in the quarter of which 4 were via Framework Agreement and 1 via Quotation. • The Annual Procurement Strategy, Procurement Action Plan and the Annual Report are attached for review. • Potential Lift Replacement tender • Skillzminer overview of process to appoint.

1   OVERVIEW

1.1   The College is continuing to make progress on procurement process and procedures and is currently working towards refreshing all procurement procedures, processes and templates; training on which will subsequently be delivered to all staff in due course.

1.2   The College has a contract with APUC for a 1.0 FTE procurement professional to provide procurement services for the College.

2   PROCUREMENT REPORTS

2.1   The Procurement Strategy and Action Plan 25/26 is attached for approval

2.2   The SLC Annual report is attached for review please note that the savings are currently being verified by APUC.

2.3.   The next Operational Procurement Review will take place in 2027.

3.   SUSTAINABILITY AND CARBON REDUCTION

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

3.2   The College Procurement function is also looking at what is termed "circular procurement" which sets out an approach to green public procurement. This includes paying special attention to "the purchase of works, goods or services that seek to contribute to the closed energy and materials loops with the supply chains, whilst minimising, and in the best case avoiding, negative environmental impacts and waste creation across the whole life cycle". This will be embedded into the procurement policy and processes. For example: potentially leasing, rather than owning, vehicles.

3.3   The Supply Chain Manager will attend the Climate Change Action Team (CCAT) once the meetings reconvene to obtain information on anything that could be included in future procurement activities and to advise on opportunities for Community Benefit. This a great selection of peers all across the organisation exchanging ideas and challenging the narrative. The group is actively participating in the delivery of the climate change strategy and FNT2030 within the college and working closely with Aramark (Current Catering incumbent)

3.4   Community Benefits – The new mobile phone agreement provides a £9,600 tech fund to replace old handsets which a great benefit to the college.

3.5   The Supply Chain Manager has collated data for **From Now To 2030** (FNT2030), a Scottish Government initiative to reduce the carbon footprint to zero by the year 2030, under the distinct categorises below. This relates to the sustainability strategic aims targeted at 2030, linked to the UC Sector Climate Strategy (May 2022) signed by all College Principals.

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

    3.6.1   Energy
    3.6.2   Food
    3.6.3   Furniture
    3.6.4   Information Services
    3.6.5   Labs and
    3.6.6   Travel

3.7   However, there are other sustainability targets throughout all the Universities and Colleges aimed at 2038 which are currently being reported back to the Scottish Government so the collated information will be combined to prevent a duplication of effort.

4   SINGLE SOURCE JUSTIFICATIONS – SINCE LAST REPORT

4.1   There have been no Single Source Justifications in this period.

5   CONTRACT STATUS

5.1   The following contracts are due for renewal:

5.1.1   Table 2: Contracts due for renewal

Contract	Expiry	Anticipated Procurement Process
Timber	01/12/2025	Framework Agreement
Grounds Maintenance	30/01/2026	Open Tender
Personal Protective Equipment (PPE)	11/01/2026	Framework Agreement

5.2. The following contracts are next to be placed:

5.2.1 *Table 3: Contracts to be placed*

Contract	Type	Anticipated Procurement Process
Security Guards	New	Framework Agreement
Janitorial & Domestic Supplies	New	Framework Agreement/ Open Procedures
AI Powered Software Services	New	Call for Competition / Quotations

5.3 The following existing contracts due for extension:

5.3.1 *Table 4: Contracts currently due to be extended*

Contract	Extension period	Date to be extended
Trades Framework	12 months	01/11/2025

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

5.4.1 *Table 5: Contracts currently in the tender process*

	Service	Area	Process	Stage	Via
1	Janitorial Supplies	Facilities	Framework	Strategy	SH
2	Security Guards	Facilities	Framework	Capability and Capacity	SH
3	Grounds Maintenance	Facilities	Open Tender	Strategy	SH
4	Legal Services	Finance	Framework	Direct Award	SH
5	Confidential Waste	Finance	Framework	Direct Award	SH
6	Waste Services	Facilities	Framework	Award	AVG

5.5 The following contracts have been awarded since last report:

Service	Contracted	Awarded to:	Value	Process	Via
Academic Integrity Software	08/10/2025	Turnitin Plc	£14,407	Direct Award to 1st Ranked Supplier via Framework	SH
Adobe Creative	08/10/2025	Academia Ltd	£30,915	Direct Award to 1st Ranked Supplier via Framework	SH
Microsoft and Associated Services	23/10/2025	Softcat PLC	£147,871	Software Resellers Agreement (SLRA) – Lot 1 Microsoft	SH
Report and Support Software	03/11/2025	Culture Shift	£25,920	Quotations	SH
Cash in Transit	26/10/2025	G4S	£1,145	Framework – Mini Comp	SH

6   CONTRACT SAVINGS

6.1   See Annual Report attached (Appendix 2)

7.   EMERGENCY LIFT REPLACEMENT

7.1   There is currently an urgent need to replace the current lifts within the college main building.

7.2   As this may be a significant value, the college is seeking quotes to enable the college to apply to the Scottish Funding Council (SFC) to enable to source further funding.

7.3   The anticipated value of the lift replacement (inclusive of reinforcing the lift shafts) is circa £320k.

7.4   Unfortunately the College was unsuccessful in its bid to access SFC emergency funding owing to the fund already being fully allocated by sector wide pursuits. In recognition of the Health and Safety risk to the College, the College is now looking at ways to absorb the cost, either through potential SFC emergency funding for 2026/27 or against existing capital funds.

8.   AI POWERED SOFTWARE SERVICES

8.1   The college started a 12-month PILOT with a supplier called Skillzminer to generate the first ever education to employment AI learner journey hub for students that provides Skills analysis and a job search platform.

8.1.1   As the PILOT proved to be quite successful, SLC sent a Request for Information notice *(ref SEP539392)* which is a Preliminary Market Consultation to check if any other suppliers had the ability to provide this service as at the

time we had to prove that Skillzminer were the only provider that could achieve this.

8.1.2 SLC received 30 expressions of interest of which 3 suppliers stated that they had a proven track record in delivering this service whilst the remaining suppliers wanted to create and develop an AI powered Software in partnership with the college.

8.1.3 3 suppliers were invited to present to the college as it was agreed that if any of the suppliers provide evidence of their ability to provide this service and have an existing track record the college would go out to tender inviting them to bid.

8.2 3 presentations took place on the following dates:

- 27th October 2025 – 15:30- 16:15 – Abodoo – Skills Suite Platform
- 4th November 2025 – 13:00-13:45 – DTAC Ltd - TACS
- 4th November 2025 – 14:15 – 15:00 – Meganexus – AI enabled learner Journey management and skills alignment services.

8.3 The outcome of this exercise was as follows:

8.3.1 Supplier 1 – Adoboo – Whilst the system had comparison to job sites and was useful for AI creation of CV writing, it was lacking the ability to focus on skills and qualifications. In particular, there was little knowledge of the Scottish education skills gaps.

8.3.2 Supplier 2 - DTAC - This was not what the college was looking for as this was focussed on training courses and a platform for learning (LMS) rather than skills analysis system and job search platform. It could have potential with the AI tools available in the platform, but there is a lot of development required when the software should pre-built and well established.

8.3.3 Supplier 3 – Meganexus - This was an LMS system with the ability to add on the job details and skills mapping. Lacking some understanding of the Scottish skills agenda and the build blocks of the system could allow this to happen but it's not currently built and has not been tested within the current customers let alone Scotland.

8.4 On this basis, SLC will be awarding the contract to Skillzminer for the provision of 2 year as the college has followed due process and has proven this is the only supplier who can provide this service.

9. CONTRACT NOVATION

9.1 A contract novation is a legal process where one or more original parties in a contract are replaced by new parties, with the consent of all involved. Which voids the original contract and the new supplier assumes all rights, obligations, and liabilities outlined in the original agreement.

9.1.1 The following contract(s) have been novated

Contract Title	Novated from	Novated to	Date
Onsite Assessment Services for SVQ Construction Courses	Competency Matters Limited	Kingdom Academy Limited	30/10/2025

10.   EQUALITIES

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

11.   RISK AND ASSURANCE

11.1   The main risks are that:

11.1.1 there is a failure of Corporate Governance arrangements and / or Financial Controls where the College does not follow Scottish Government procurement guidance;

11.1.2 The College does not receive value for money;

11.1.3 The College does not have sufficient resource to undertake full procurement due diligence and process

11.2   The College assures the Committee that in seeking to optimise the use of national, sectoral, local, or regional collaborative contracts and frameworks, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. The College feels sufficiently supported in all procurement exercises.

12   RECOMMENDATIONS

12.1   The Committee is asked to:

12.1.1 Review and acknowledge that Procurement has been continuously improving over this period;

12.1.2 Support the approval of potential contract for Lift replacement – circa £320k as a health and safety requirement; and

12.1.3 Acknowledge that all potential savings will continue to be monitored and reported to the Board.

FINANCE & RESOURCES COMMITTEE

DATE	2 December 2025
TITLE OF REPORT	Annual Procurement Report 2024-25
REFERENCE	06.4
AUTHOR AND CONTACT DETAILS	Sue Hampshire, Procurement Manager Sue.Hampshire@slc.ac.uk
PURPOSE:	To update the Committee on the Annual Procurement Report for 2024/25
KEY RECOMMENDATIONS/ DECISIONS:	The Board is asked to: • Note the contents of the report, demonstrating the breadth of work that has been undertaken across 2024/25.
RISK	• That there is a failure of Corporate Governance arrangements and / or Financial Controls where the College does not follow Scottish Government procurement guidance; • The College does not receive value for money. • The College does not have sufficient resource to undertake full procurement initiatives.
RELEVANT STRATEGIC AIM:	• The Student Experience • Growth and Innovation • Sustainability
SUMMARY OF REPORT:	• Organisations (including FE institutions like the College) that are required to develop and publish a Procurement Strategy are also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the Procurement Strategy. • The College has completed 4 (2023/24: 10) regulated procurements goods & services >£50,000 and works worth more than £2m (excluding VAT) = £598,242 (excluding VAT) (2023/24: £965,224) • The College has completed 20 (2023/24: 11) below regulated procurements of goods and services <£50,000 and works less than £2m (excluding VAT) = £570,219 (excluding VAT). (2023/24: £301,692) • The College has 286 (2023/24: 292) active suppliers with total procurement expenditure excluding VAT of £3,122,455 (2023/24 £2,615,827). 73.03% is regulated expenditure (2023/24 67%) while 26.97% is below regulated expenditure (2023/24 33%). • 88.26% of total procurement expenditure was done through compliant procurement processes (2023/24 92%). 34.24% is contract based (2023/24: 40.51%) while

	54.03% was undertaken through Collaborative Framework Agreements (2023/24: 51.49%).
	• The Committee is advised that highlighted figures in the report are still to be verified by APUC.

	• The report comprises seven sections, the first six cover mandatory reporting with the seventh discretionary.
	  o Section 1: Compliance to the Strategic Objectives
	  o Section 2: Summary of Regulated Procurements Completed
	  o Section 3: Review of Regulated Procurement Compliance
	  o Section 4: Community Benefit Summary
	  o Section 5: Supported Business
	  o Section 6: Future Regulated Procurements
	  o Section 7: Other Content for Consideration

	• The College has highlighted sustainability initiatives within its catering services and waste management services in section 7, noting strong partnership working through alignment of college and catering Sustainability goals, including the introduction of recyclable cups and reduced reliance on single-serve plastics. The College has also renewed its focus on correct waste separation in all catering areas, in conjunction with its waste management service provider.

South Lanarkshire College

Annual Procurement Report

2024-2025

Reporting Period 1ˢᵗ August 2024 – 31ˢᵗ July 2025

Contents

South Lanarkshire College - Annual Procurement Report (APR)

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated[1] spend of £5 million or more to develop a Procurement Strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a Procurement Strategy were also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the Procurement Strategy. South Lanarkshire College's annual regulated spend falls below £5 million and is not legally required to publish a Procurement Strategy or Annual Procurement Report however in the interest of transparency, the College has chosen to do so.

This report covers the period of 1st August 2024 to 31st July 2025 and addresses performance and achievements in delivering South Lanarkshire's organisational Procurement Strategy 1 August 2021 – 31 July 2025[2]. The Procurement Strategy was developed in consultation and discussion with the Vice Principal of Finance, Resources and Sustainability, and internal & external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the College, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the College's broader aims and objectives, in line with Scotland's National Outcomes. This process of review and reporting will inform any adjustments to the Procurement Strategy deemed necessary to secure future performance improvements and to respond to the economic, political, and financial influences on which the College may need to adjust.

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

- Regulated procurements [goods and services worth more than £50,000(excluding VAT); works worth more than £2 million (excluding VAT[3]] amounted to **£598,242** (excluding VAT). There were **4** such procurements completed[4].

- Below regulated procurements [goods and services worth lower than £50,000 (excluding VAT), works worth lower than £2 million (excluding VAT)] amounted to **£570,219** (excluding VAT). There were **20** such procurements completed.

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

South Lanarkshire has **286** active suppliers with whom the College did business in the reporting period and the total procurement expenditure excluding VAT **was £3,122,455**. This comprises of **£2,280,276 (73.03%)** of regulated expenditure and **£842,179 (26.97%)** of below regulated expenditure.

The College seeks to optimise use of national, sectoral, local, or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and

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[1] 'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract)
[2] SLC Procurement Strategy Update 2023 Finalr.pdf
[3] Current public contracts thresholds
[4] Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly.

<mark>88.26 %</mark> of the total procurement expenditure is through a compliant procurement process. This is made up of approximately <mark>34.24 %</mark> of the College's contracted spend which is through local contracts and quotations managed by departments and approximately <mark>54.03%</mark> is through Collaborative Framework Agreements. The overall percentage of Collaborative Framework Spend has yet to be qualified by APUC Ltd.

Please note that these highlighted figures are still to be verified by APUC

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

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

Report Approved

By:

Signed:

Position:

Section 1: Compliance to the Strategic Objectives

South Lanarkshire College aims to conduct its procurements in an open and inclusive manner with the procurement strategy objectives. Aligning to the Procurement Strategy 1 August 2021 – 31 July 2025, each objective was mapped to the four 'power of procurement' outcomes below, enabled by procurement capability, supplier development, engagement and collaboration.

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

- • Good for Businesses and their Employees;

- • Good for Places and Communities;

- • Good for Society;

- • Open and Connected.

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

The procurement strategy objectives have been aligned with the College's and the Scottish Funding Council's key strategic outcomes as detailed in our Outcome Agreement 2023-2024 and South Lanarkshire College's Strategic Framework 2020 – 2025. Annex E shows the Strategic Priorities, Strategic Objectives, and the College's commentary on compliance to the objectives.

Section 2: Summary of Regulated Procurements Completed

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

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

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

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

Section 3: Review of Regulated Procurement Compliance

Where appropriate, South Lanarkshire College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality, and sustainability).

In making its regulated procurements every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

In the period covered by this report the College has conducted all its regulated procurements in compliance with the principles of the World Trade Organisation (WTO) Agreement on Government Procurement (GPA) Principles of non-discrimination, transparency, and procedural fairness.

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

Section 4: Community Benefit Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires that for every procurement over £4m, South Lanarkshire College must consider how it can improve the economic, social, or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, where relevant and proportionate and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.

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

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

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

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

Regulated procurements (between £50k and GPA threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Route 3 mandates the use of the Single Procurement Document (SPD (Scotland)) and it is used as good practice for Route 2. The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are Supported Businesses.

The College reviews each regulated procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with Scottish Procurement Legislation and ensuring value for money for the institution.

The College did not reserve any contracts for supported businesses in this period however did procure goods through Hey Girls, a social enterprise, at a value of **£1656.**

Section 6 – Future Regulated Procurements

South Lanarkshire College is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years, it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Annex D should be viewed with this caveat in mind.

The information provided in Annex D covers:

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

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

Section 7 –Other Content for Consideration

Sustainability - Catering Services -

Aramark were appointed as the catering provider in August 2024 and continue to work alongside the college on developing and aligning their sustainability goals, which has been the introduction of the new recyclable cup (eCup) , a more robust procedure on takeaway containers with the aim to reduce single use containers and have now eradicated single use sachets in favour of self-serv bottles reducing the cost to the customer alongside the single use waste.

Aramark's contracted started in August 24 and they were selling sauce portions .

In February 25 Aramark after consultation with the CCAT decided to switch to reusable squeezy bottles and takeaway the cost for the customer.

Below shows the cost to the customer during that period and what the savings is since the change.

Sauce	Amount Sold From August 24 to Feb 25	Cost To Customer	Average Cost Per Month	Saving to the customer March 25 To October 25
Ketchup Portion	8608	£860.80	£122.97	£983.77
Vinegar Sachet	2166	£216.60	£30.94	£247.54
Tartare Sauce Sachet	171	£17.10	£2.44	£19.54
Brown Sauce Portion	1677	£167.70	£23.96	£191.66
Mayonaisse Portion	3307	£330.70	£47.24	£377.94
Total	15929	£1,592.90	£227.56	£1,820.46

Other initiatives

- Coffee discount scheme that you get 20p off when using your own cup in Starbucks or the refectory machines –

  - from August 24 to present this has been used 2908 times generating a saving of £581.60 for customers.

- Reusable cups sold at cost price in Starbuck's and the refectory - 161 cups sold
- 60 reusable cups given away by Aramark to promote sustainable cup usage.

Waste awareness – Catering Services.

Aramark are working closely with Biffa the current waste contract incumbent to identify waste streams and use of correct waste separation in all the catering areas as well as compostable single use packaging.

There is also a waste initiative launched at the college by Aramark as follows;

- Wipe out waste – Menus created using waste by products for example , used coffee grounds to make a rich chocolate cake.

LED Lights

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

<u>FNT2030</u>

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

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

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

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

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

1. Organisation and report details	
a) Contracting Authority Name	South Lanarkshire College
b) Period of the annual procurement report	1st August 2024- 31st July 2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? *(Yes / No)*	No

2. Summary of Regulated Procurements Completed

a) Total number of regulated contracts awarded within the report period	5
b) Total value of regulated contracts awarded within the report period	£1,202,131
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	5
i) how many of these unique suppliers are SMEs	4
ii) how many of these unique suppliers are Third sector bodies	0

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	4
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	1

4. Community Benefit Requirements Summary

Use of Community Benefit Requirements in Procurement:

a) Total Number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	4

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

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

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	3
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	3
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	3

6. Payment performance

a) Number of valid invoices received during the reporting period.	3495
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	74.30
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	3
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

7. Supported Businesses Summary

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

i) spend within the reporting year on regulated contracts	£0.00
ii) spend within the reporting year on non-regulated contracts	£0.00

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£3,122,455
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£1,063,675
c) Total procurement spend with third sector bodies during the period covered by the report.	0
d) Percentage of total procurement spend through collaborative contracts.	54.03
e) Total delivered cash savings for the period covered by the annual procurement report	*£140,071
f) Total non-cash savings value for the period covered by the annual procurement report	*£277,378

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	9
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£1,509,648

Please note that these *figures* are being verified by APUC

Annex B List of Regulated Procurements Completed in the Reporting Period 1/8/24– 31/7/25

Compliant

<u>Regulated</u>

Agreement Title	Supplier Name	Date of Award	Owner	Contract Start Date	End Date	Extension Period (Months)	Indicative Value over Contract Period	SME Status	Supported Business
Learning Management System (LMS)	Education Software Solutions Limited	15/09/2024	B	23/10/2024	22/10/2029	24	£147,487	Medium	No
Access Control	VWS Limited	24/04/2025	C	12/05/2025	11/05/2028	24	£191,190	Medium	No
Symmetry Upgrade to Cloud	Symmetry Ltd	18/06/2025	B	01/07/2025	30/06/2028	24	£147,692	Small	No
Natural Gas	Total Energies Gas and Power Ltd	01/03/2025	B	01/04/2025	31/03/2027	36	£111,873	Large	No
						Total (ex-vat)	£598,242		

Below regulated.

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

Agreement Title	Supplier Name	Date of Award	Owner	Contract Start Date	End Date	Extension Period (Months)	Indicative Value over Contract Period	SME Status	Supported Business
Fresh Fish & Seafood	Campbells Prime Meat	31/03/2025	B	31/03/2025	30/03/2027	0	£45,000	Large	No

Trade Materials - Tools	Highland Industrial Supplies Ltd	10/12/2024	B	16/10/2024	15/12/2026	24	£48,000	Large	No
Fresh Fruit & Vegetables	McLays Ltd	10/01/2025	B	10/02/2025	09/02/2027	0	£45,000	Medium	No
Dairy Products	Graham's the Family Farm	03/04/2025	B	07/04/2025	06/04/2028	0	£45,000	Medium	No
Trade Materials – Plumbing Supplies	Richmonds Plumbing & Heating Merchants	29/11/2024	B	02/12/2024	01/12/2028	24	£43,661	Medium	No
Pest Control	Environmental Services Pest Control Limited	22/10/2024	C	28/10/2024	27/10/2026	24	£38,448	Micro	No
Theatrical Make-up Kits	E A Ellison & Co Ltd	16/06/2025	B	01/08/2025	31/07/2026	0	£36,000	Medium	No
HPE Switches and Storage	Insight Direct (UK) Limited	09/09/2024	B	09/09/2024	08/09/2027	0	£33,350	Large	No
Barber's Room Refurbishment	Salon Alternatives T/A Hair & Beauty World	20/05/2025	B	02/05/2025	02/06/2025	0	£31,471	Small	No
IPAD Accessories	Academia	18/09/2024	B	23/09/2024	22/09/2025	0	£30,000	Medium	No
AI Software Licences	Academia	18/09/2024	B	23/09/2024	22/09/2025	0	£30,000	Medium	No
Water Coolers	Culligan (UK) Limited	12/11/2024	B	25/11/2024	24/11/2027	0	£30,000	Large	No
HE Support & Essential Managed Services (SITS)	Tribal Education Limited	03/12/2024	C	01/01/2025	31/12/2025	0	£28,725	Large	No
Personal Protective Equipment (PPE)	Arco Limited	22/11/2024	B	24/11/2024	24/11/2025	0	£19,273	Large	No
Legal Services	Anderson Strathern	09/12/2024	B	13/01/2025	12/01/2026	0	£16,000	Medium	No

Kitchen Deep Clean	Plover Services Ltd	08/05/2025	C	09/05/2025	08/05/2027	12	£14,400	Small	No
Franking Machine (Leasing Agreement)	Fannan & Scott Limited T/A Northern Services	05/12/2024	B	12/12/2024	11/12/2029	0	£12,600	Micro	No
Educational Psychologists	UPEEL Ltd	13/01/2025	C	13/01/2025	12/01/2027	0	£10,500	Micro	No
Lift Maintenance	Kone PLC	09/01/2025	C	09/01/2025	01/02/2025	0	£8,041	Large	No
Plagiarism Software	Turnitin UK Limited	03/12/2024	B	13/12/2024	12/12/2025	0	£4,750	Large	No
						Total (ex-Vat)	**£570,219**		

Non-Compliant Spend

The following contract for 24/25 was non-compliant:

Category Subject	Supplier Name	Owner	Value over Contract Period (4 Years - excl VAT)	Compliance Issue	Proposed Solution
Consultancy	**SHEPHERD AND WEDDERBURN LLP**	C	£603,889	Historical Spend	One off Purchase in respect of legal services for Employment Tribunal activity (concluded in Feb 2025). Supplier engagement initiated via the former Lanarkshire Region.

Historical Spend >£50k

All other procurements carried out this financial year were carried out compliantly however analysis of 24/25 spend is indicating several areas where the historical value is over a period of 4 years above regulated threshold (>£50k). These areas have been prioritised alongside other contracts requiring renewals and incorporated into a long-term forward plan.

Category Subject	Supplier Name	Owner	Value over Contract Period (4 Years - excl VAT)	Compliance Issue	Proposed Solution
Estates Services	**CLEANING AND WIPING SUPPLIES**	C	£145,077	Historical Spend	On forward plan – Tender Strategy
Facilities Operations	**SYSCO GB LIMITED (BRAKES BROTHERS)**	B	£64,515	Historical Spend	Move to TUCO Framework Agreement

Construction - Gas Manuals & Accreditation	BPEC SERVICES LTD	B	£101,231	Historical Spend	On forward Plan - investigate Framework

Annex C List of Regulated Procurements with Community Benefit Requirements Fulfilled

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

Contract Title	Supplier	Community Benefit
Catering Services	Aramark	As part of the community benefit requirement Aramark provided the following: • Food Print – showing the waste cycle of all food on site • Collaborating with the college in its sustainable journey • Free Breakfast offer • Free Soup and Sandwich offer • Donations of juice and snacks to Freshers week and refreshers week. • Aramark employed a student to run the Starbucks • Delivered a presentation at the staff development day and worked with one of the business students on their dissertation • Received the annual return of £30k Student engagement – Community Benefits – Catering Services Over the past year Aramark has supported the Student Association with several events including the following: • Freshers – provided Snacks and juice and recipe cards • Re-Freshers – provided snacks and juice and recipe cards • Donations for several other events Aramark also supported two students with their course work along with delivering work experience within their kitchen which was a huge success, which Aramark would like to build on.
Hair and Barber Kits Beauty Products and Kits	College Kits Direct	**Training budget rebate** CKD will provide the college with a rebate of 5% of the total spend, which can be used to purchase training courses. **Student Spend Rebate** In addition to the above college spend rebate, CKD have given the college an additional 3% rebate **Free of charge products for prizes** Up £250 per department

Access to supplier Masterclasses

Hair and Beauty contract – Community Benefits

The following items were donated to the students in 24/25 via the Hair and Beauty Contract

Item	Goods Provided	Date
Skin immitator pack	Awarded via Foundation (Neils materials)	Jun-25
clink street stage blood set	Awarded via Foundation (Neils materials)	Jun-25
Leader cam scissor 05	Awarded via Foundation (H & B world)	Jun-25
Leader cam scissor 06	Awarded via Foundation (H & B world)	Jun-25
Voucher £50	Awarded via Foundation (H & B world)	Jun-25
ETI pink hairdryer	Awarded via Foundation (H & B world)	Jun-25
ultimate smooth miracle oil x 3	Awarded via Foundation (Wella)	Jun-25
eimi texture touch clay x 2	Awarded via Foundation (Wella)	Jun-25
ultimate repair night serum x 3	Awarded via Foundation (Wella)	Jun-25
ultimate repair damage in 90 second x 3	Awarded via Foundation (Wella)	Jun-25
ultimate repair mask x 3	Awarded via Foundation (Wella)	Jun-25
Sebastian post potion 9 x 2	Awarded via Foundation (Wella)	Jun-25
EIMI rugged texture x 2	Awarded via Foundation (Wella)	Jun-25
ultimate repair shampoo x 3	Awarded via Foundation (Wella)	Jun-25
Sebastian mini hairspray x 4	Awarded via Foundation (Wella)	Jun-25
Sebastian dark oil x 2	Awarded via Foundation (Wella)	Jun-25
£100 voucher	Awarded via Foundation (Capital)	Jun-25
Wahl pro glide straightener	Awarded via Foundation (Capital)	Jun-25
serena solingen black scissor	Awarded via Foundation (Capital)	Jun-25
Wah super taper	Awarded via Foundation (Capital)	Jun-25
Wahl pro clip clipper	Awarded via Foundation (Capital)	Jun-25
Babyliss keratin lustre hairdryer	Awarded via Foundation (Capital)	Jun-25
sienna tanning box	Awarded via Foundation (Capital)	Jun-25
kaeso manicure collection set	Awarded via Foundation (Capital)	Jun-25
digital scale	Awarded via Foundation (Capital)	Jun-25

		procare hair pack	Awarded via Foundation (Capital)	Jun-25
		glitterbels acrylic set	Awarded via Foundation (Capital)	Jun-25
		Barber apron	Awarded via Foundation (Capital)	Jun-25
		£75 voucher	Awarded via Foundation (Ellisons)	Jun-25
Waste Management	Biffa Ltd	Training of staff and students on Waste Management Presentation to the students at Freshers week		
HVAC Maintenance	Dalkia Operations Ltd	**New Start - Apprentice** An apprentice HVAC Engineer for every year of this contract spending a percentage of their time on the SLC Contract with opportunity for SLC to nominate candidates. Apprenticeships offered in other areas with opportunity for potential candidates to be nominated from the College. **Yet to be actioned**		
		Graduate Scheme Opportunity for College to identify graduate candidates and modern apprenticeships in Quantity Surveying aligned to College courses. **Yet to be actioned**		
		Paid Work Experience Placement (16 + years of age) 3 x 2-week work placement for young persons from South Lanarkshire over the course of the contract. Opportunity for College to nominate candidates. **Yet to be actioned**		
		Careers Events "Members of our Engineering Services Career Events at the College to discuss opportunities and benefits available to young people within the Built Environment sector. **Yet to be actioned**		
		Participation in Young People Mentoring Schemes Opportunity and time to participate in MCR Pathways mentoring schemes. **Yet to be actioned**		

Annex D List of Regulated Procurements planned to commence in next two F/Ys 25/26 & 26/27

Regulated

Agreement Title	New, Extension or re-let	Category	Expected Date of Contract Notice	Expected Date of Award	Expected Start Date	Expected End Date (inc extensions)	Estimated Value over Contract Term (inc extensions)
Onsite Assessment Services	Re-let	B	28/01/2026	20/07/2026	03/08/2026	02/08/2030	£568,000
Insurance Services	Re-let	B	28/05/2026	20/07/2026	01/08/2026	31/07/2030	£243,100
Timber	Re-let	B	27/10/2025	21/11/2025	02/12/2025	01/12/2029	£160,000
Janitorial & Domestic Supplies	Re-let	C	15/01/2026	13/04/2026	27/04/2025	26/04/2029	£145,077
Group Life Assurance	Re-let	C	13/01/2026	03/03/2026	13/03/2026	12/03/2030	£120,828
Grounds Maintenance	Re-let	C	20/10/2025	15/12/2025	23/02/2026	22/02/2030	£84,824
Recruitment of Permanent Staff	New	B	01/06/2026	01/09/2026	01/10/2026	30/09/2030	£80,000
Personnel Protective Equipment (PPE)	Re-let	B	26/01/2026	09/03/2026	23/03/2026	22/03/2028	£57,819
Nursery Services	Re-Let	C	22/04/2027	14/06/2027	20/07/2027	19/07/2031	£50,000
						Total	**£1,509,648**

Below Regulated

Agreement Title	New, Extension or Re-let	Category	Expected Date of Contract Notice	Expected Date of Award	Expected Start Date	Expected End Date (inc extensions)	Estimated Value over Contract Term (inc extensions)
Hair Kits and Barbers Kits	Re-let	B	01/03/2026	01/06/2026	01/08/2026	31/07/2029	£30,000
Beauty & Barbers Products	Re=let	B	01/05/2026	01/06/2026	01/08/2026	31/07/2029	£30,000
Media Make-up and Kits	Re-let	B	01/05/2026	01/06/2026	01/08/2026	31/07/2029	£10,000
AI Software Licences	New	B	Direct Award	17/08/2026	23/09/2025	22/09/2027	£30,000
Construction Machines Maintenance Services	Re-let	C	28/09/2026	26/10/2026	15/11/2026	14/11/2029	£13,590
Graduate Gown Hire	Re-Let	B	01/10/2026	16/11/2026	11/12/2026	06/12/2029	£10,000
Withsecure Antivirus	Re-let	C	02/11/2026	23/11/2026	07/12/2026	06/12/2029	£24,000
Legal Services	Re-let	B	29/10/2025	17/11/2025	13/01/2026	12/01/2029	£45,000
VMware	Re-let	B	02/11/2026	21/12/2026	19/01/2027	18/01/2030	£24,000
Website Support and Maintenance	Re-let	C	18/01/2027	19/04/2027	26/04/2027	25/04/2030	£20,000
SLC Taxi Services	Relet	C	25/02/2027	19/04/2027	27/04/2027	26/04/2031	£23.267
Azure Offsite Back up Services	Re-let	B	Direct Award	27/03/2026	04/04/2026	03/04/2029	£10,660
Door Planned Preventative Maintenance	Re-let	C	13/04/2026	11/05/2026	22/05/2026	21/05/2029	£10,065
IPAD Accessories	Re-let	B	Direct Award	15/09/2026	23/09/2026	22/09/2028	£10,000

Office Supplies	Re-let	B	12/04/2027	14/06/2027	01/07/2027	30/06/2031	£30,000
Lift Maintenance	Re-let	B	09/11/2025	08/12/2025	01/02/2026	31/01/2029	£8,000
AI Powered Software Services	New	C	17/09/2025	19/11/2025	04/12/2025	03/12/2027	£37,960
						Total	**£343,298**

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

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STRATEGIC	**Highest Quality Education and Support (College)** **Inspirational Learner Journey (Regional)** **Quality Learning, Teaching and Support** **Focused and Streamlined Priorities (Outcome Agreement)**	**Successful Students (College)** **Develop & Nurture (Regional)** **Learning with Impact** **Student Participation and Engagement in their educational experience (Outcome Agreement)**	**Highest Quality Education and Support (College)** **Effective & Efficient (Regional)** **Contribution to Economic Recovery and Social Renewal** **Learning with Impact (Outcome Agreement)**	**Sustainable Behaviours (College)** **Strong & Sustainable (Regional)** **Responding to the Climate Emergency** **Equalities and Inclusion** **Fair Access and Transitions (Outcome Agreement)**
	1	**2**	**3**	**4**
STRATEGIC PROCUREMENT OBJECTIVES	To work with internal academic budget holders professional support service colleagues and suppliers to deliver innovation and best value to the learning research and service support communities through the development of an effective and co-ordinated purchasing effort within the College.	To seek out professional development opportunities and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of the contracts for the benefit of customers and students. To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.	To promote the delivery of value for money through good procurement practice and optimal use of the procurement collaboration opportunities. To develop sound and useful procurement management information in order to improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.	To embed sound and ethical social and environmental policies within the College's procurement function, respond to the Climate Emergency and to comply with relevant Scottish and UK Legislation in performance of the Sustainable Procurement Duty. To promote the delivery of value for money through good procurement practice and optimal use of the procurement collaboration opportunities.

Procurement Strategy Objective	Procurement Strategy Statement	Annual Report Commentary on Strategy Delivery
To work with internal budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the teaching and learning, and service support communities, through the development of an effective and co-ordinated purchasing function	How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievement of it purposes The College's general policy on consulting and engaging with those affected by its procurements	The College recognises the value that procurement brings and had increased the procurement resource temporarily by 1FTE (Procurement Project Manager) until December 24 to support procuring the historical regulated spend. The Supply Chain Manager is now 1 FTE on a permanent basis. The Supply Chain Manager works with the internal stakeholders on all procurements carried out in 2024/2025 to ensure that the specification meets requirements with evaluation criteria and weightings included which align to the College's needs. The College follows the Scottish Government's Procurement Journey as standard procedure with its own internal governance and threshold levels <£50k for Goods and Services and <£2m for Works. The Supply Chain Manager and the Procurement Project Manager have worked with Faculties and Depts to implement contracts in specific areas aligned to the College's priorities. A Project Strategy has been completed with the input from relevant stakeholders for the following contracts let within the period: These included: - Learning Management System (LMS) - Access Control Completion of a Project Strategy allows us to assess any risks associated with the procurement and the relevance of key areas such as UK GDPR, Cyber Security, Health & Safety, Sustainability and Community Benefits.
To develop sound and useful procurement management information to measure and improve procurement and supplier performance conducted through fair and transparent process	How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievement of it purposes How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat economic operators equally and without discrimination	The College submits its annual expenditure to APUC Ltd where the data is coded allowing the Supply Chain Manager to analyse the data. This identifies any areas of regulated spend and high-risk areas. The College has a full set of data over a period of 4 years which provides clarity on areas that require to meet the Procurement Reform Act obligations. Areas of expenditure have been prioritised and are on the Procurement Forward Plan. These procurements shall follow the Scottish Government's Procurement Journey and shall be advertised through PCS with appropriate evaluation criteria and weightings in line with the process carried out for completed procurements in 2024/2025. The College uses the Pecos System for the placing of Purchase Orders. The current usage status on PECOS is 59 users of which 3 are APUC. PECOS is mainly used for producing purchase orders and for Orders transferred to

| | How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner | Bluqube for payment. Training has taken place to enable the VP of Finance, Resources and Sustainability, the Management Accountant and the Deputy Finance Manager to gain access to the Reporting Tool.

Savings are recorded where the College has used collaborative framework agreements and where savings have been achieved through local tender activity.

A public facing, current contracts register where contracts are logged through the Hunter Database is available on SLC's procurement section of the website providing full transparency of the College's contracts. |
|---|---|---|
| To embed sound ethical, social and environment policies within the College's procurement function and to comply with the relevant Scottish, UK, and EU legislation in performance of the sustainable duty | How the College intends to ensure that its regulated procurements will be carried out in compliance with the Sustainable Procurement Duty

The College's general policy on the payment of a living wage to persons involved in producing, providing, or constructing the subject matter of regulated procurements

The College's general policy on promoting compliance by contractors and sub-contractors with the Health & Safety at Work Act 1974 and any provision under that Act

The College's general policy on the procurement of fairly and ethically traded goods and services

The College's general policy on how it intends it approach to regulated procurements involving the provision of food to:
  - improve the health, wellbeing, and education of | SME engagement is imperative to the College, and we continue to offer SME support in the tender process.

Consideration of environmental, social, and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage of a regulated procurement. The College always considers use of a framework in the first instance. Using framework agreements means that where appropriate, these areas have already been considered and assessed as part of the award criteria where relevant.

Although not a legal requirement, South Lanarkshire College complies with the duties under the Modern Slavery Act publishing an annual Modern Slavery Statement on the website. All Invitation to Tender documents for APUC framework agreements and local tenders have the Sustain Supply Chain Code of Conduct. Tenderers are asked to sign up to the ethos of the code as part of their bid committing to assurance that they do not use forced, involuntary or underage labour, that they provide suitable working conditions and terms, that they treat workers fairly and that they comply with all laws and regulations relating to ethical and environmental compliance.

The College's standard Terms and Conditions were used in all local tenders. By the supplier signing to the College's terms and conditions, this minimises contractual risk to the College. They require all contractors to meet all obligations in the compliance with anti-slavery, human trafficking laws, discrimination law, the Equality Act 2010, and health and safety law. These terms also include a clause for a minimum payment term of 30 days of which the College must pay the supplier and a clause for the supplier to meet this term with any sub-contractors engaged as part of the contract.

The Supply Chain Manager attends the College Sustainability Group. The group meetings are held quarterly. As of 2026 All community benefits will be |

	communities in the College's area - promote the highest standards of animal welfare How the College intends to ensure that, as far as is reasonably practicable, the following payments are made no later than 30 days after the invoice is presented: - payments due by the College to a Contractor - payments due by a contractor to a sub-contractor payments due by a sub-contractor to a sub-contractor	captured and presented to SLT and the relevant Community benefits will then be presented to the Sustainability Group. The College is participating in the Sector's FNT2030 Sustainability plans. This project has developed a set of goals for individual Colleges and the sector as a whole to address the Climate Emergency through its supply chain. The College is a Living Wage employer. Where relevant and proportionate, as part of the regulated procurement process, a fair working practices evaluation question is included to assess suppliers and their level of compliance in this area. The College through APUC Ltd, is an affiliated member of Electronics Watch, an independent monitoring organisation of the electronics industry which monitors ethical issues in the first, second and third tier supply chains. The College has access to the EcoVadis sustainability ratings agency. This tool allows the College to review sustainability audits within our supply chain.
To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.	How the College intends to ensure that its regulated procurements will deliver value for money	The Supply Chain Manager continues to develop relationships with internal and external stakeholders. The updated Procurement Thresholds has now been embedded with the college. Further training and exposure to internal procurement processes for internal stakeholders is required within the College. The Supply Chain Manager and the Procurement Project Manager have worked with Faculties and Depts to ensure that appropriate evaluation criteria and weightings and where appropriate, key performance indicators were included in procurements completed this year. We continue to offer support and direction to SMEs as required for specific tenders. The procurement section of the College website provides information for suppliers and provides the link to the Supplier Development Programme which is a partnership of local authorities, the Scottish Government and other public bodies that work together to provide business support in all aspects of tendering. There are training courses for businesses looking to tender for public contracts in Scotland. The Supply Chain Manager attends the Procurement Strategy Group for Colleges hosted by APUC Ltd and is a valuable peer network for advice, guidance, and information exchange.

		Both procurement resources are part of the Central and South Regional Team which incorporates 5 Colleges across the Central Scotland Region where an APUC shared service is delivered. Regional Team Meetings are held and facilitated by our Senior Supply Chain Manager responsible for this team. This enables the team to exchange information and discuss regional collaborative opportunities. South Lanarkshire College and New College Lanarkshire work closely to share best practice, align procurement processes and collaborate where possible.
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities	How the College intends to ensure that its regulated procurements will deliver value for money	The Supply Chain Manager and the Procurement Project Manager have worked with the internal stakeholders on all procurements carried out in 2024/2025 to ensure that the specification meets requirements with evaluation criteria and weightings included which align to the College's needs. The internal stakeholders have been part of an evaluation panel which contributes to a value for money decision for the College. Through expenditure analysis, the Supply Chain Manager identifies where there is non-compliant spend and opportunities for utilising collaborative agreements or placing a local contract. The College seeks to use framework agreements where they deliver value for money. Where a collaborative framework agreement is not available or unsuitable, the College will seek competitive offers via an open tender. Regulated procurements are carried out in conjunction with the Supply Chain Manager and the Procurement Project Manager. Evaluation criteria including price and quality aligned to a scoring methodology are stated on the Contract Notice and Tender Documents. Where relevant, a sustainability test is used to assess the relevance of areas such as environmental impact, fair work, equality, and social impact. Evaluations are initially carried out individually by tender panel members then a conclusion reached by consensus. The College works closely with New College Lanarkshire and has collaborated on a Minor Works Contract this year. The Supply Chain Manager contributes to the Procurement Strategy Group for Colleges which holds an annual Contracting Priorities Workshop where APUC Ltd seek input on future collaborative opportunities across the FE Sector. The College is increasing its collaborative expenditure on an annual basis.

To seek out professional development opportunities and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance, and minimal risk throughout the life of the contracts for the benefit of customers and students.	The College's general duty on the procurement of fairly and ethically traded goods and services. How the College ensures that all its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.	The Supply Chain Manager attends the annual Procurex Conference, the APUC Procurement Network Conference, sectoral events and has access to training to develop skills to benefit the service provided to South Lanarkshire College. Training is assessed as part of a continual performance review and development process. The College actively supports the sourcing of goods that are fairly, ethically, and sustainably sourced as well as Climate change which is very high on SLC's sustainability agenda. We consider risks as part of the Project Strategy which also includes a sustainability assessment prior to commencing the procurement process. The supplier management and performance measurement route are determined at the Project Strategy stage of the process. Segmentation of the level of spend and supply risk determines which appropriate route of Strategic, Managed or Routine processes will be applied to monitor the performance. Key Performance Indicators for strategic contracts are monitored to ensure the objectives of the service delivery is achieved. Contract Management is also a means of sharing best practice within the marketplace and delivering innovation throughout the term. This is a developing area for the College, and it has formal contract management approaches in place for the following strategic contracts: - Learning Management System (LMS) - Access Control

South Lanarkshire College has a procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey. These have met the objectives and obligations set out immediately above.

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

Category A   Collaborative Contracts available to all public bodies
- Scottish Procurement

Category B   Collaborative Contracts available to public bodies within a specific sector
- Scottish Procurement
- APUC Ltd
- Scotland Excel
- NHS National Procurement

Category C   Local Contracts for use by individual bodies

Category C1   Local or regional collaborations between public bodies

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

Category Subject is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

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

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

Community Benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social, economic and/or environmental benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social, or environmental conditions into the delivery of institutional contracts.

Contracts Registers these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc).

Contract management or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

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

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

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

Hunter - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on local and collaborative contracting activities.

Institution refers to College or University.

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

Lotting - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts.

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

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

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

Prioritisation - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

Procurement Journey is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

PCS (Public Contracts Scotland) is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

PCS-Tender is the national eTendering system and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

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

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

Segmentation is the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

Small and Medium Sized Enterprises (SMEs) encompass –

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

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

Supported business means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

Sustain Supply Chain Code of Conduct - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically, and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

Sustainable Procurement - a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy, and the environment.

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

FINANCE AND RESOURCES COMMITTEE

DATE	02 December 2025
TITLE OF REPORT	Procurement Strategy 2025-26
REFERENCE	07.1
AUTHOR AND CONTACT DETAILS	Sue Hampshire, Procurement Manager Sue.hampshire@slc.ac.u.
PURPOSE:	To update the Committee on the Procurement Strategy for 2025-26
KEY RECOMMENDATIONS/ DECISIONS:	The Committee is recommended to: • Review contents of the Strategy; and • note its alignment with the College Strategy for 2025-2030 and the Scottish Funding Council's Outcomes Framework
RISK	The main risks are: • **Legal and regulatory**: Preparation of this strategy ensures legislative compliance with the Procurement Reform (Scotland) Act 2014. • **Financial:** The absence of a strategy may lead to poor financial decision making through inefficient procurement activities that do not align to strategic goals. • **Governance:** The Board of Management have oversight of financial and procurement practices. Absence of a strategy undermines assurance and weakens governance reporting. • **Reputation**: Stakeholders expect colleges to demonstrate ethical, sustainable, and transparent procurement. Failure to do so risks reputational harm with students, staff, and the wider community. •
RELEVANT STRATEGIC AIM:	• The Student Experience • People and Culture Development • Growth and Innovation • Sustainability
SUMMARY OF REPORT:	• The Strategy is an example of best practice across the Scottish College sector. The Strategy aligns with College Strategy 2025-2030 and the Scottish Funding Council's Outcomes Framework. It is subject to annual review to ensure compliance with the Procurement Reform (Scotland) Act 2014. • The College's annual spend profile is approximately £3.2m, with £2.6m designated as influenceable spend and £0.6m as non-influenceable spend (meaning no competitive market exists e.g. Scottish Qualifications Authority).

	- The Procurement mission is to develop objectives and policies relating to the management, efficiency and effectiveness of procurement to obtain best value for money from everything purchased.
	- The mission ensures that all procurement activities are carried out in the best interests of the College to support the College's Strategic Priorities and Objectives.
	- The Procurement objectives therefore include
	    o developing partnerships with other publicly funded bodies and professional bodies with supply markets that will yield intelligence, innovation and deliver value to users of procurement services;
	    o seeking out professional development opportunities to enrich and enhance experience and capability of procurement practitioners; and
	    o developing sound and useful procurement management information in order to measure and improve procurement and supplier performance.

PROCUREMENT STRATEGY

All College policies and procedures adhere to the guidelines and ethos of Equality and Diversity.

Original Version Dated:	August 2018	
Previous Version Dated:	April 2024	
Current Version	April 2025	
Equality Impact Assessment Date:		
Owner:	Head of Finance	
Changes Made:		
Approved by:	Finance Committee	
Next Review Date:	April 2026	

Contents

Procurement Strategy   1 August 2025 to 31 July 2026

This Strategy has been designed to ensure legislative compliance with the Procurement Reform (Scotland) Act 2014 and other relevant legislation. It is aligned with the College's and the Scottish Funding Council's Outcomes Framework as detailed in our Scottish National Outcomes and South Lanarkshire College's Strategic Framework 2025 – 2030.

South Lanarkshire College is not required to meet all the elements of the legislation however to follow good practice shall comply with the following:

- Publish a procurement strategy and action plan;
- Maintain a public contracts register on an external website;
- Increase the compliance of our regulated procurements;
- Publish an annual procurement report; and
- Meet the sustainable procurement duty.

<u>Background</u>

South Lanarkshire College Management Structure is as follows.

Principal

Vice Principal Finance Resources and Sustainability	Vice Principal Student Experience and Innovation

Head of People Services	Head of Digital	Head of Business Innovation*	Head of Facilities	Head of Finance	Head Of Curriculum	Head of Student Services	Head of Quality
Depute Head of People Services	Depute Head of Digital	Depute Head of Business Innovation	Depute Head of Facilities	Depute Head of Finance	Depute Head of Curriculum	Depute Head of Student Services	Learning, Teaching & Innovation Manager
Health & Safety Advisor	Student Information Manager	2 FTE Business Innovation Managers	Sustainability Officer	Management & Systems Accountant	8 FTE Curriculum Quality Managers	Student Experience & Services Manager	Compliance & Assurance Officer
Equality and Engagement Officer				APUC Supply Chain Manager	4 FTE Curriculum and Quality Leaders	Marketing & Comms Manager	

Procurement Strategy

This Strategy sets the College challenging but realistic goals for the development of our procurement activities which will be subject to a regular and transparent review.

The successful implementation of this Strategy can only be achieved by everyone involved in the procurement of goods and services on behalf of the College, working in partnership with our Procurement function, and collaboratively with our partners across the wider education and public sector.

It is vital that all staff contribute to the future sustainability of our College. In terms of procurement, this will be measured through collaborative efforts across the College and the reinvestment of resulting savings and efficiencies from our procurement activities.

We aim to enhance our students' learning experiences and outcomes and to meet our aspirations as set out in our College's Vision, Mission and Values as follows:

Vision

To Inspire and transform lives through inclusive, innovative and sustainable education.

Mission

Delivering excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.

Values

- **Togetherness** – Visionary and transparent leadership, common purposeful goals and build on values.

- **Connectedness** – Meaningful participation in decision-making, a listening organisation and developing collaboration.

- **Recognition** – Culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.

- **Enablement** – Providing valuable feedback, developing manager effectiveness and individualised training and development.

- **Motivating work –** Autonomous working, learning organisation and meaningful work.

Formation and Approval of our Procurement Strategy

The formation of this Strategy has been guided throughout by the College's Finance Department and the Supply Chain Manager, as well as obtaining feedback from the Principalship. The Strategy was agreed as appropriate for the College by the Finance and Resources Committee of the Board of Management.

This Strategy has also been informed by the Scottish Procurement's statutory guidance under the Procurement Reform (Scotland) Act 2014 with the support of APUC Ltd, the procurement centre of expertise for all Scotland's colleges and universities.

The Strategy will be reviewed annually in compliance with the Procurement Reform (Scotland) Act 2014 thus maintaining the alignment of our procurement activity with our broader priorities and allow the College where necessary to revise the Strategy and its related Action Plan.

Please refer to Annex A for a process flow on the application of the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015 and the key strategic and operational requirements therein.

1. Context

This Procurement Strategy provides the framework within which the procurement activities of the College can develop and help support our Strategic Priorities and Objectives which are 3 fundamental procurement processes: Strategic Sourcing, Supplier Management and Contract Management. It can also be understood as a procurement improvement journey based on a clear understanding of where the College is currently, in terms of our procurement practice, where we need to be, and how we should get there.

As above, the College has agreed, although not a legal obligation, to have and maintain a Procurement Strategy as part of the requirements of the Procurement Reform (Scotland) Act 2014, which provides a national legislative framework for sustainable public procurement that supports Scotland's economic growth through improved procurement practice.

The Act focuses on a small number of general duties on contracting authorities regarding their procurement activities and some specific measures aimed at promoting good, transparent and consistent practice in procurement processes detailed in section 6.

2. Spend Report

The College's annual spend profile is displayed in the graph below with a total non-pay spend in the region of £3.2m (2023-24) made up of approximately £2.6m influenceable spend and £0.6m non-influenceable spend.
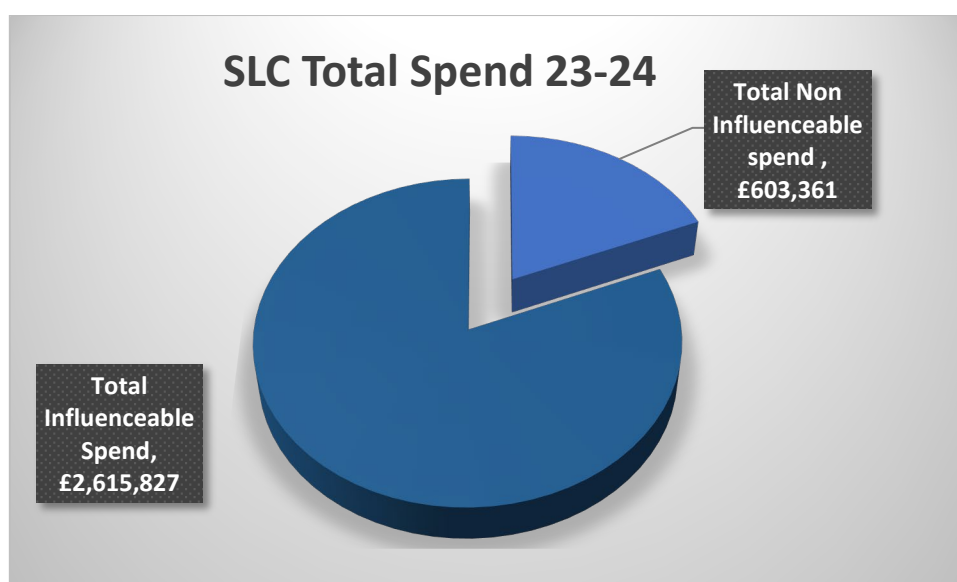
(Non-Influenceable spend is where there is no competitive market i.e. Scottish Qualification Authority. Influenceable spend can be competitively tendered in the market.)

Our annual influenceable procurement spend of approximately £2.6m comprises of £1,773,867 of regulated spend (above threshold) and £841,960 of unregulated spend (below threshold).

This Strategy recognises that our procurement practice is based on the Scottish Model of Procurement which sees procurement as an integral part of policy development and service delivery. It is essentially about achieving the best balance of cost, quality and sustainability through:

- Improving supplier access to public contracts;
- Delivering savings and benefits;
- Maximising efficiency and collaboration;
- Embedding sustainability in all we do.

A key element of this Strategy is about moving the balance of procurement effort away from the buyer or tendering phase and towards a greater emphasis on the planning and post contract phases of procurement. Included in this is an increasingly greater engagement with our stakeholders both internal and external.

3. Procurement Mission

The procurement of goods, services and works is a key process within the College.

The Procurement function enables the College to develop objectives and policies relating to the management, efficiency and effectiveness of procurement to obtain best value for money from everything we purchase and ensure all procurement activities are carried out in the best interests of the College to support the College's Strategic Priorities and Objectives.

To achieve this, Procurement will ensure:

- We understand and respond to internal and external stakeholders' business needs and challenges and constantly changing market conditions;
- We will seek, establish and maintain supplier relationships to enhance the service we provide whilst obtaining best value for money and value added services;
- We will strive to improve processes to facilitate a streamlined approach for all campuses, that drive innovation and reduce transactional costs through continuous improvement of the procurement process;
- We will take a lead role on strategic procurement initiatives;
- We will always remain open and act in a transparent and proportionate manner in all of our procurement activities; and
- We will conduct all regulated procurements in line with the College's Procurement Policy.

4. Procurement Policy

Our Procurement Policy and Procedures set out our operational framework of how we procure all goods, services and works on behalf of the College. The policy and procedures ensure all procurement of goods, services and works are achieved at competitive prices and are governed by the World Trade Organisation's (WTO) Government Procurement Agreement and procured under Scottish Procurement Regulations. The principles of non-discrimination, transparency and procedural fairness as well as other relevant statutory requirements apply. In adherence to these principles and the legislative framework that applies, the College can demonstrate its accountability for, and good stewardship of the funds at its disposal.

5. Strategic Procurement Objectives

Our strategic procurement objectives form the core of our Procurement Strategy. These are defined below:

- To work with internal budget holders and professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the College;

- To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities;
- To embed sound, ethical, social and environmental policies within the College's procurement function, respond to the climate emergency and to comply with relevant Scottish and UK legislation in performance of the Sustainable Procurement Duty;
- To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services;
- To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students;
- To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.

The Public Procurement Group (PPG) in Scotland provides strategic direction, support and monitors progress on the procurement reform agenda with all their activity relating to the four 'power of procurement' outcomes below enabled by procurement capability, supplier development, engagement and collaboration. The College shall support the vision of the Public Procurement Strategy for Scotland 2023 to 2028 and delivery of its objectives, namely to conduct its procurement activity in a way which is:

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

The strategic procurement objectives have been aligned with the SFC's Outcomes Framework, the Scottish National Outcomes and the Strategic Priorities in the College's Strategic Framework 2025-2030 namely:

**Student Experience
(College)**

**High Quality Learning and Teaching
Student Interests, Access and
Success
Good Governance
(Outcomes Framework)**

**People and Culture Development
Growth and Innovation
(College)**

**High Quality Learning and Teaching
Good Governance
Skills and Work Based Learning
(Outcomes Framework)**

**Student Experience
(College)**

**Good Governance
Equalities, Diversity and
Inclusion
(Outcomes Framework)**

**Sustainability
Growth and Innovation
(College)**

**Net Zero
Equalities, Diversity and Inclusion
High Quality Learning and
Teaching
Good Governance
Estates and Infrastructure
(Outcomes Framework)**

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STRATEGIC PROCUREMENT OBJECTIVES

To work with internal academic budget holders professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the College.

To seek out professional development opportunities and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of the contracts for the benefit of customers and students.

To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.

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

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

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

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

These objectives are measured and supported in three ways; through the Procurement Action Plan – Appendix 1, through our participation in the Scottish Government's Operational Procurement Review (OPR) and through the publication of an Annual Procurement Report (Section 7).

6. Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

Introduction

As required by the Act the College must comply with a number of general duties and some specific measures which will be embedded in our Tendering Policy or in our Procurement Action Plan (Section 8 and Appendix 1) but for clarity and to ensure full compliance with the Act, these are stated below:

General Duties and Specific Measures	Action
Contribute to the carrying out our function and the achievement of our purposes	The College will analyse its non-pay expenditure to identify 'Regulated Procurements' in line with the Scottish Government Procurement Journey as follows: Regulated Procurements – Route 3 Goods and Services > £179,087 ex vat Works > £4,477,174 ex vat and; Regulated Procurements – Route 2 Goods and Services between £50,000 and £179,087 ex vat Works between £2,000,000 and £4,477,174 ex vat These thresholds apply to the College as an "other public sector contracting authority". The College will sort regulated procurements into procurement categories and consider appropriate and effective consultation that aligns individual procurement strategies, with the College's own aims and objectives, and in turn to the objectives as detailed in the College's Regional Outcome Agreement. A two year forward contract plan will be published annually providing structured and efficient contract planning across the College. The College will review the online ordering system, Pecos, with a view to maximising its use. The College will consider where appropriate the effective use of contract and supplier management to monitor and further improve the regulated procurement outcomes.

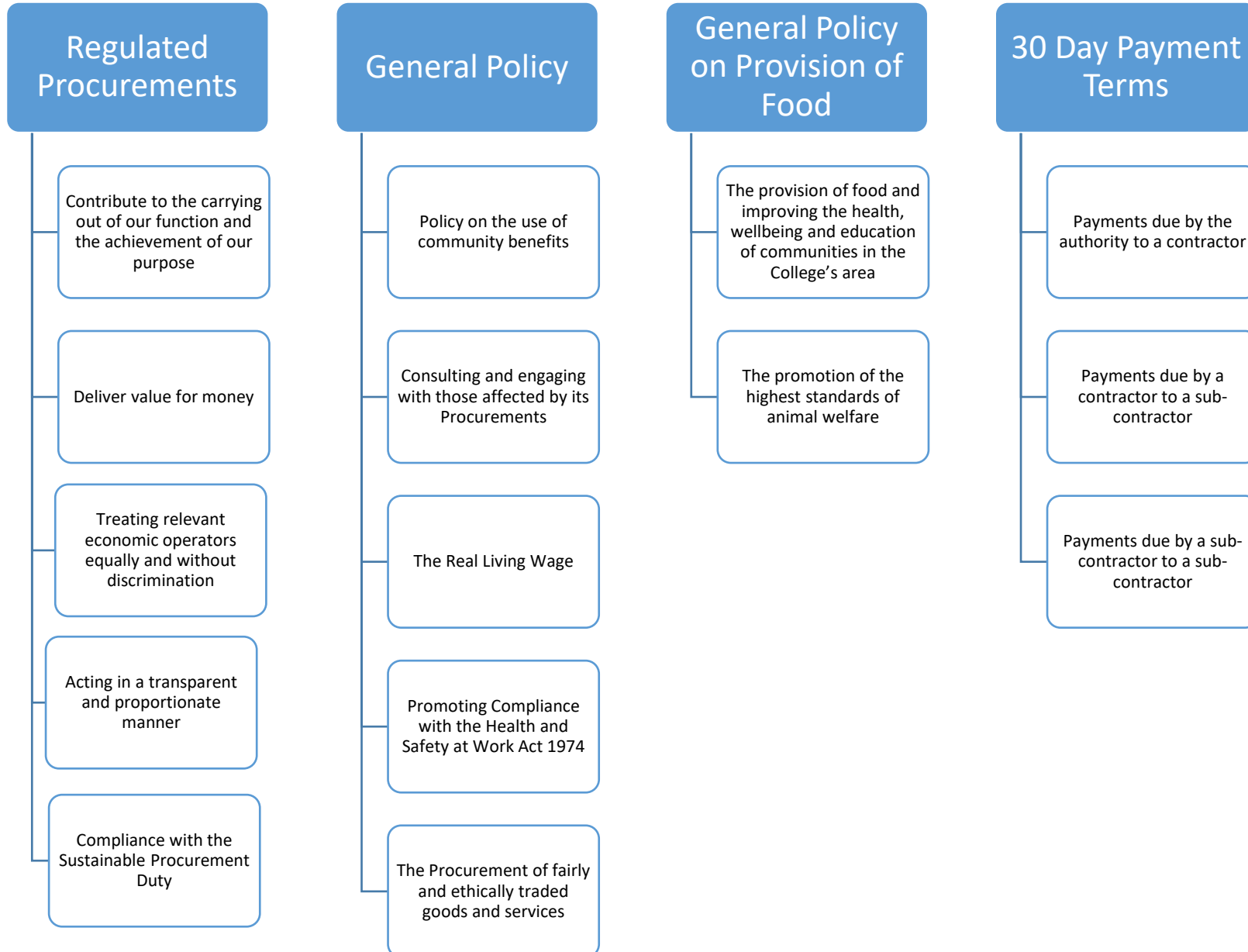|	
Deliver value for money	Value for money as defined by the Scottish Model of Procurement is not about cost and quality, but about the best balance of cost, quality and sustainability. The College through its Procurement Policy and Procedures will seek to consistently apply the above principles albeit the balance of cost, quality and sustainability will vary for a regulated procurement depending on the particular commodity, category and market. We will work with stakeholders to determine the most appropriate balance of these factors using tools such as the sustainability test. The College will consider the whole-life cost of what is being procured and when applying the above principle of value for money, ensure that it does so in a clear, transparent and proportionate manner; in line with the World Trade Organisation (WTO) Agreement on Government Procurement (GPA) Principles of non-discrimination, transparency and procedural fairness, and in complying with the general duties of the Act as well as the sustainable procurement duty. The College will monitor delivery of value for money through use of the Hunter tool which records local contract and framework savings, community benefits, sustainability benefits and added value services achieved.
Treating relevant economic operators equally and without discrimination	The College will conduct all its regulated procurements in compliance with the principles of non-discrimination, transparency, procedural fairness and will consider early engagement with the supply market where relevant, prior to the publication of a contract notice. All regulated procurements will be posted on portals such as Public Contracts Scotland (PCS) and Public Contracts Scotland-Tender (PCS-T). We shall strive to ensure the appropriate use of separate lots with straightforward output-based specifications and clear evaluation criteria to ensure the procurement is accessible to as many bidders as possible.
Acting in a transparent and proportionate manner.	The College will ensure it engages widely with its local supply market on an ongoing basis and through the College's Procurement Policy and will mandate the use of clear and precise language in its specifications. It shall ensure contracts are awarded using appropriate quality, risk and sustainability factors as well as cost according to declared score weightings specific to each contract. The College will actively take steps to make it easier for small and local businesses to bid for contracts through the use of Public Contracts Scotland and Quick Quotes, by the provision of training and/or the provision of information on third party training opportunities to build suppliers capability to better navigate the public tender process and by publishing contracts register to highlight contracts that local suppliers may be interested in bidding for. Through the Annual Procurement Report, we shall publish a two year forward contract plan and by publishing a contracts register, these

	shall highlight contracts that local suppliers may be interested in bidding for.
The Sustainable Procurement Duty	The College will seek to take account of climate impacts and the circular economy in its procurement activity contributing to the College's pledge to join the United Nations' climate change campaign in the Race to Net Zero, the Scottish Colleges Statement of Commitment on the Climate Emergency and the Supply Chain Climate and Ecological Emergency Strategy. It will also seek to involve SMEs, third sector bodies and supported businesses in our procurement activities. In so doing, these areas shall benefit not only the College but the Lanarkshire region as well as contribute to the wider global climate agenda. The Procurement Manager will work with stakeholders to further develop From Now to 2030 (FNT2030) commodity category plans to identify climate change benefits through high priority commodity categories including Energy, Food, Furniture, ICT, Travel and participate in the Procuring Sustainable Goods and Services Workgroup on behalf of the HE/FE Sector. The College has a Climate Change Emergency Action Plan (CCEAP) May 2025. CEEAP is updated and agreed twice a year with the Senior Leadership Team (SLT), Finance and Resources Committee (FRC) and the Board of Management (BOM). The CEEAP covers the following: - Review and update of the Sustainability Policy & Climate Change and Risk Assessment, - Exploring alternative sources of income and funding, - Showcasing good practice throughout the College and wider community, which includes embedding climate change actions within the College Community discussed at Curriculum and Department reviews. - Achieve Carbon Literate Organisation Standard. - Rolling out Carbon literacy training to be available to staff and students. - Embed sustainable behaviours through staff induction and development. - Complete Leaders Climate Emergency checklist. - Climate Change Action Team (CCAT) to include colleagues from across all curriculum areas to engage and enhance sustainable behaviours within learning and teaching. To support compliance with the Sustainable Procurement Duty, the College will ensure, as part of the tender process, through the use of appropriate declarations relating to supply chains, human trafficking, serious organised crime, and also through evaluation criteria, that it only awards regulated contracts to suppliers who are capable, reliable and, where relevant to the procurement, that they meet the highest ethical standards and values in the conduct of their business. The

	College shall make use of available tools and systems such as the Sustainability Test, Life Cycle Impact Mapping and EcoVadis where relevant and proportionate to the scope of the procurement. Use of these tools shall inform specification development contributing to sustainable supplies and services with potential impact on the wider sustainability agenda including climate change. The revised Procurement Policy and Procedures will set out processes that enable the College to impact climate change through procurement. They will reflect a change in buyer behaviour and ensure that consideration is given to climate impact for all procurements regardless of value e.g. consideration should be given to whether there is a need to procure at all and to consider the circular economy. This will take time to embed in the College. Procurement shall promote positive climate impact in any training and awareness sessions. With regards to the Public Sector Equality Duty (PSED) under the Equality Act 2010, the College (as a Public Authority), as part of its policy and procedures, it gives due regard to the need to: - Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act; - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it. The College shall use the APUC Hunter System to record benefits resulting from implementation of these processes and include in the Annual Procurement Report. As an affiliate member of Electronics Watch which works to improve worker's rights in public sector supply chains, the College, through its membership, shall continue its contribution to the wider ethical procurement agenda.
Policy on the use of community benefits	The College will consider for each of its procurements over £4m how it can improve the economic social or environmental wellbeing of the Lanarkshire region through the inclusion of community benefits clauses aligned with the College's own strategic outcomes as well as a number of Scottish Government's National Outcomes namely: - We have a globally competitive, entrepreneurial, inclusive and sustainable economy; - We are well educated, skilled and able to contribute to society; - We are creative and our vibrant and diverse cultures are expressed and enjoyed widely; - We value, enjoy, protect and enhance our environment.

	Examples of the scope of community benefits clauses will include the delivery of training opportunities or subcontracting opportunities within the Lanarkshire Region relevant and proportionate to the particular procurement. The College will strive to engage with internal stakeholders including students where relevant as well as engage with the local and wider supplier community to ensure suppliers understand the use of community benefits and how to respond where they are included. Where possible and proportionate, such clauses are considered in procurements below £4m.
Consulting and engaging with those affected by its procurement	The College will take note of available good practices/principles of engagement including those detailed in the National Standards for Community Engagement as well as ensuring procurement staff have or will be developed to have the relevant communication and engagement skills. Training will be delivered to those involved in procurement to ensure they understand their role. The College will consider within each procurement, the community affected by the resultant contract and ensure any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institution's needs). Such consultation will always be on a scale and approach relevant to the procurement in question. All of the above will be embedded in the College's procurement practice.
The Living Wage	The College recognises the value of a well-motivated and dedicated workforce both in its own organisation and in those of its suppliers. South Lanarkshire College is an accredited Living Wage Employer. In compliance with the Act the College will consider, before undertaking a procurement, whether it is relevant and proportionate to make the real Living Wage a condition of contract or include a question on fair work practices along with the other relevant criteria, whilst ensuring the appropriate balance between quality and cost of the contract, paying regard to the statutory guidance on Fair Work First.
Promoting compliance with the Health and Safety at Work Act 1974	The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation, including Health & Safety legislation. Where appropriate, and on a contract-by-contract basis, the College will assess the legislation applicable to the procurement and take steps to ensure bidders comply with such legislation. Where appropriate, the College will also seek to assess the compliance of subcontractors.
The procurement of fairly and ethically traded goods and services	The College supports the sourcing of goods that are fairly and ethically traded. Where directly relevant, it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.

The provision of food and improving health, wellbeing and education of communities in the College's area, and the promotion of the highest standards of animal welfare	The College will find practical ways to supply healthy, fresh, seasonal, and sustainably grown food which represents value for money whilst improving the health, wellbeing and education of our teaching and learning communities, coupled with promoting the highest standards of animal welfare. The College will work to put in place affordable contracts, which meet the nutritional requirements for food for all users of our catering services and will use available good practice as guided by TUCO. The College will work towards utilising TUCO Agreements for our requirements for food and catering services. All goods supplied must comply with the product specific regulations made under the Food Safety Act 1990 and with the Food Hygiene (Scotland) Regulations 2006 and any subsequent amendments as applicable to the UK.
Payment terms	The College recognises the importance of paying suppliers promptly once a service has been performed or goods delivered and that late payment is particularly detrimental to SMEs, third sector bodies and supported businesses. The College will comply with Late Payment Legislation and the Scottish Government policy guidance on prompt payment in the supply chain assessing past payment performance where appropriate. It will review on a contract-by-contract basis whether such obligations should be enforced and monitored further down its supply chain.

Regulated Procurements

- Contribute to the carrying out of our function and the achievement of our purpose
- Deliver value for money
- Treating relevant economic operators equally and without discrimination
- Acting in a transparent and proportionate manner
- Compliance with the Sustainable Procurement Duty

General Policy

- Policy on the use of community benefits
- Consulting and engaging with those affected by its Procurements
- The Real Living Wage
- Promoting Compliance with the Health and Safety at Work Act 1974
- The Procurement of fairly and ethically traded goods and services

General Policy on Provision of Food

- The provision of food and improving the health, wellbeing and education of communities in the College's area
- The promotion of the highest standards of animal welfare

30 Day Payment Terms

- Payments due by the authority to a contractor
- Payments due by a contractor to a sub-contractor
- Payments due by a sub-contractor to a sub-contractor

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7. Annual Procurement Report

7.1   Statutory Requirement

In accordance with requirement of the Procurement Reform (Scotland) Act 2014, although not a legal obligation, to adhere to good practice the College shall publish an Annual Procurement Report after the College's financial year end describing as required by the Act how it has discharged its obligations under the Act and how it has exercised discretion and judgement as permitted by the Public Procurement rules to secure strategic objectives in compliance with the Act.

This report shall provide a commentary on the progress of this Strategy and its Action Plan.

7.2   Contents of our Annual Procurement Report

The Annual Procurement Report in compliance with the Act contains as a minimum the following:

7.2.1   A summary of the regulated procurements that have been completed during the year covered by the report;

7.2.2   A review of whether these procurements complied with the Procurement Strategy;

7.2.3   To the extent that any regulated procurements did not comply, a statement of how the College intends to ensure that future regulated procurements do comply;

7.2.4   A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year of the report, including for example, apprenticeships completed, curriculum support activities business support activities, support to communities and resource efficiencies achieved in terms of materials, waste or water.

7.2.5   A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report;

7.2.6   A summary of the regulated procurements the College expects to commence in the next two financial years;

7.2.7   A summary of benefits that have had a positive impact on climate change;

7.2.8   Such other information as the Scottish Ministers may by order specify and where applicable that demonstrate compliance with other legislation that places specific requirements on the College with respect to its procurement activities. The College will also consider including:

7.2.8.1 What it has learned from its consultations and engagement with stakeholders and those affected by its procurements, and what it is doing to respond to these views;

7.2.8.2 What it is doing to improve its performance and impact, drawing on relevant information – for example spend analysis – and what improvements have been achieved since its last report; and

7.2.8.3 How it is working with other bodies - for example procurement centres of expertise or partner Colleges – to maximise effectiveness and efficiency.

The College will seek to publish its Annual Procurement Report in an inclusive way that considers equality and accessibility issues and allows stakeholders to form a clear view of the College's performance.
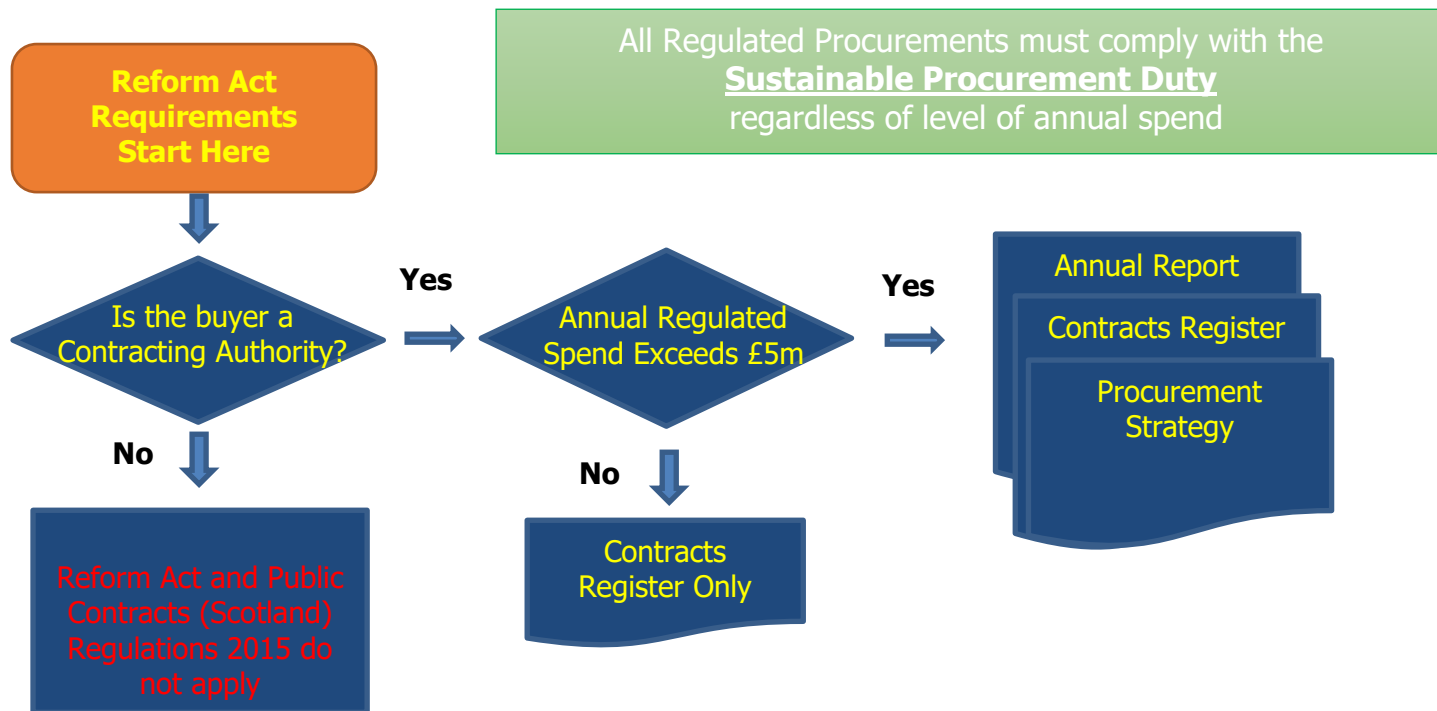
8. Procurement Action Plan

8.1   The Procurement Action Plan (attached as Appendix 1) consists of a number of specific actions and commitments in relation to each of the strategic objectives and their desired outcomes these are also cross referenced to the relevant section of the Operational Procurement Review (OPR).

Progress against this Action Plan will be regularly monitored by the College's Supply Chain Manager.

As part of the formal annual review of this Strategy, as indicated in Appendix 1, this Action Plan will be reviewed and updated as required, to maintain alignment of the College's procurement activity with its broader priorities.

ANNEX A Process Flow

Reform Act Requirements Start Here

All Regulated Procurements must comply with the **Sustainable Procurement Duty** regardless of level of annual spend

Is the buyer a Contracting Authority?

Yes → **Annual Regulated Spend Exceeds £5m**

Yes →

- Annual Report
- Contracts Register
- Procurement Strategy

No ↓

Reform Act and Public Contracts (Scotland) Regulations 2015 do not apply

No ↓

Contracts Register Only

The College must comply with operational requirements below regarding procurement regulations

Operational Requirements Start Here

Goods or Services (ex vat)			Works (ex vat)		
More than £179,087k	Between £50k - £179,087k	Less than £50k	More than £4.4m	Between £2m - £4.4m	Less than £2m
Regulated Procurement (Route 3) Consider community benefits (mandatory over £5m)	Regulated Procurement (Route 2) Reform Act Applies	3 Quotations – align process to internal thresholds (Route 1)	Regulated Procurement (Route 3) Consider community benefits (mandatory over £5m)	Regulated Procurement (Route 2) Reform Act Applies	3 Quotations – align process to internal thresholds (Route 1)

World Trade Organisation (WTO) Agreement on Government Procurement Agreement (GPA) applies. The principles are non-discrimination, transparency and procedural fairness.

ANNEX B - Linked Policies/Related Documents

a. [Annual Procurement Report](#)
b. [APUC Ltd (Advanced Procurement for Universities and Colleges)](#)
c. [APUC Responsible Procurement](#)
d. [Community Benefit Clauses](#)
e. [Community benefit requirements in major contracts](#) [Section 25(1)](#)
f. [Contracts Register](#)
g. [Fair Work First](#)
h. [General Duties Procurement Reform (Scotland) Act 2014 (section 8)](#)
i. [Government Procurement Agreement (GPA)](#)
j. [National Outcomes](#)
k. [National Standards for Community Engagement](#)
l. [Procurement Equality Duties](#)
m. [Procurement Reform (Scotland) Act 2014](#)
n. [Procurement Strategy](#)
o. [Prompt Payment in the Supply Chain](#)
p. [Public Contracts Scotland](#)
q. [Public Contracts Scotland - Tender](#)
r. [Public Procurement Strategy for Scotland](#)
s. [Regulated Contracts](#)
t. [Scottish Funding Council's Outcomes Framework](#)
u. [Scottish Government's Procurement Journey](#)
v. [Scottish Living Wage (real Living Wage)](#)
w. [Scottish Model of Procurement](#)
x. [South Lanarkshire College Strategic Framework 2025-2030](#)
y. [South Lanarkshire College Contracts Register](#)
z. [Statutory Guidance under the Procurement Reform (Scotland) Act 2014](#)
aa. [Supplier Development Programme](#)
bb. [Supply Chain Climate & Ecological Emergency Strategy 2022-2030](#)
cc. [Sustainable Procurement Duty](#)
dd. [Sustainable Procurement Processes (section 3.4.1 Statutory Guidance)](#)
ee. [The Late Payment of Commercial Debts (Scotland) Regulations 2015](#)
ff. [WTO (World Trade Organisation)](#)

FINANCE AND RESOURCES COMMITTEE

DATE	02 December 2025
TITLE OF REPORT	Modern Slavery Statement 2024-25
REFERENCE	07.2
AUTHOR AND CONTACT DETAILS	Elaine McKechnie Elaine.mckechnie@slc.ac.uk
PURPOSE:	To update the Committee on revisions to the Modern Slavery Statement 2024-25
KEY RECOMMENDATIONS/ DECISIONS:	The Committee is recommended to: • Review contents of the statement; and • take assurance that the College takes a zero-tolerance approach to slavery and human trafficking and commits to adhering to ethical standards.
RISK	The main risks are: • **Legal and regulatory:** Through APUC frameworks, suppliers and institutions are expected to demonstrate compliance with the Modern Slavery Act 2015. • **Financial:** There could be funding consequences for non-compliance and restrictions on access to preferred supplier frameworks, increasing costs. • **Governance:** The Board of Management have a fiduciary duty to ensure compliance. Failure to publish an annual statement could be seen as a breach of duty. • **Reputation**: The College may suffer reputational damage through failure to take a zero-tolerance approach to slavery and human trafficking.
RELEVANT STRATEGIC AIM:	• The Student Experience • People and Culture Development • Growth and Innovation • Sustainability
SUMMARY OF REPORT:	• The Modern Slavery Statement 2024-25 confirms the College's commitment to adherence to Modern Slavery Act 2015. • The Statement is issued in isolation by South Lanarkshire College. It used to be jointly issued with New College Lanarkshire as part of the Lanarkshire Region prior to dissolution on 30 July 2025. • It supports the United Nations Guiding Principles on Business and Human Rights, ensuring that the College conducts business ethically and transparently, upholds human rights and fair working practices and prevents exploitation, forced labour, and trafficking in its operations and supply chains.

	- The College also works collaboratively with suppliers, sector partners and public agencies to strengthen modern slavery prevention - The statement provides assurances that there is a robust list of policies in place to mitigate against the risk of slavery and human trafficking. - To further manage and mitigate risks, for relevant collaborative and local tenders, a risk assessment using the APUC Prioritisation Tool or APUC Sustainability Test is carried out to assess if the commodity is exposed to Modern Slavery and trafficking. - Training on Modern Slavery and Human Trafficking is undertaken by both the Procurement Manager and Heads of Departments - The College commits to better understanding its supply chains and working towards greater transparency and responsibility towards people working in them. The College will continue to ensure risk assessments are carried out using the APUC Prioritisation Tool or the Sustainability Test, undertake any required training and continually review its policies and procedures to ensure that risks of Modern Slavery and Human Trafficking are sufficiently mitigated.

MODERN SLAVERY STATEMENT

Statement at the end of the 2024/2025 Financial Year

This statement is made pursuant to Section 54 of the Modern Slavery Act 2015 and sets out the steps South Lanarkshire College has taken during the financial year ending 31 July 2025 to ensure that modern slavery and human trafficking are not taking place in our organisation or supply chains.

South Lanarkshire College is the largest education provider in South Lanarkshire and is committed to making a positive impact beyond teaching and learning, as well as upholding the highest standards of ethical conduct and social responsibility, ensuring that we contribute meaningfully to the lives of local residents. The College is committed to preventing modern slavery and human trafficking in all its forms with the institution and its supply chains.

Modern Slavery encompasses slavery, servitude, human trafficking and forced labour. South Lanarkshire College is committed to acting ethically, with integrity and transparency in all business dealings, and to putting in place effective systems and controls to safeguard against any form of Modern Slavery taking place within the organisations or our supply chains.

South Lanarkshire College is a regional college following ministerial approval to dissolve the Lanarkshire Region on 30 July 2025.

Commitment

The College recognises its responsibility to take a robust approach to modern slavery and human trafficking. We are wholly committed to acting ethically, upholding human rights and enforcing effective controls to ensure slavery and human trafficking are not taking place anywhere within our organisation or in our supply chains.

Our Board of Management, the College's governing body, is committed to delivering high standards of corporate governance. A key element of good governance is ensuring the College operates in a socially responsible way.

The College implements a range of measures, and regularly reviews their effectiveness, to ensure we comply with all applicable laws and regulations and employ the highest ethical and professional standards. We also support the UK Government's Action Plan to implement the United Nations Guiding Principles on Business and Human Rights. The College is committed to:

- Conducting business ethically and transparently.

- Upholding human rights and fair working practices.

- Preventing exploitation, forced labour, and trafficking in our operations and supply chains.

- Working collaboratively with suppliers, sector partners and public agencies to strengthen modern slavery prevention

The Organisational Structure and Supply Chain

South Lanarkshire College (SLC) is now a regional College and is a leading provider of further and higher education and has an annual turnover of c£19m which, whilst not above the required threshold under section 54 of the Modern Slavery Act 2015, is publishing this statement for reasons of best practice.

SLC has circa 5,000 students enrolled on a mix of full-time, part-time, day release and evening courses and deliver programmes on the Scottish Credit and Qualification Framework (SCQF) from levels 1 to 8.

The College offers a range of courses across eight curriculum areas:

- Building Services Engineering
- Business, Events and Public Services
- Carpentry and Joinery
- Creative Industries
- Early Education and Social Science
- Health, Social Care and Science
- Inclusive Learning and Languages
- Wet Trades

The new [Strategy 2030](#) sets out the College's mission of:

"Delivering excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support."

The new strategy 2030 now supersedes the former [SLC College Strategy 2020-2025](#).

The Supply Chain

The supply chain structure at the College has 4 main categories of spend: Estates, ICT, Professional Services and Catering Services/Supplies.

The main commodities which carry risks are office supplies, laboratory consumables, ICT equipment and some estates services. A significant proportion of procurement is with suppliers who are pre-approved either by a purchasing consortium or through public tenders managed by our Procurement department. If evidence were found indicating modern slavery in our supply chains, the College recognises its responsibility to work with others to address this immediately.

The College has signed up to the National Recognition & Procedures Agreement (NRPA) for both teaching and support staff. Pay and Terms & Conditions are negotiated at a national level between College Employers Scotland and the respective Trade Unions. The College has two representatives who attend the general meetings of College Employers Scotland. Although not mandatory for colleges, Support Staff at a national level have agreed to consider the Public Sector Pay Policy which covers Salary and Terms & Conditions In addition, the College has achieved Living Wage accreditation, which includes directly employed staff, outsourced contractors.

Policies on Slavery and Human Trafficking

The College is committed to ensuring that there is no Modern Slavery or human trafficking in our supply chains or in any part of our business. There are a range of polices in place supported by processes, practices and procedures which reinforce the College's commitment

to human rights and ethical practices and set out how the College will minimise the risk of modern slavery and human trafficking, including:

- **Procurement Policy and Procedure and Procurement Strategy**: Ensuring ethical procurement practices, outlined below that prevent exploitation.
- **Equality, Diversity and Inclusion Policy:** The College is committed to providing an environment that is free from bullying, harassment, victimisation and discrimination, in which everyone is treated with dignity and respect.
- **Recruitment and Selection Policy:** This is relevant to Slavery and Human Trafficking.
- **Staff Code of Conduct**: Setting expectations for the behaviour of staff and the College's values.
- **Anti-Bribery & Corruption Policy**: Preventing unethical business practices and ensuring transparency in our work.
- **Public Interest Disclosure (Whistleblowing) Policy**: Encouraging staff to report concerns about unethical practices, protecting them when they do and investigating matters thoroughly.
- **Safeguarding Policy**: Protecting vulnerable individuals within the College's community every day.

All policies include the requirement for an Equality Impact Assessment to take place.

In addition, the Single Procurement Document (SPD) is used for relevant procurements which incorporates questions on whether a supplier has breached any of their obligations in relation to environmental, social and labour laws.

The College has also adopted the 'Sustain Supply Chain Code of Conduct' created by APUC (Advanced Procurement for Universities and Colleges) Ltd and this is used in procurement exercises. The Code of Conduct includes confirmation that the supplier does not use forced, involuntary or underage labour, provides suitable working terms and conditions, and treats employees fairly. APUC's Slavery Statement can be found [here.](#)

Processes on Slavery and Human Trafficking

The College is committed to carrying out the procurement of goods and services in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to this commitment.

The College will use its best endeavours to ensure the procurement of goods and services is carried out through APUC of which they are members.

APUC leads collaborative tendering activity and has a wide range of framework agreements across a variety of category areas. All the categories for APUC frameworks that the College has used have already undergone an analysis of the specific commodity areas and supply chains to assess potential risks of Modern Slavery.

Where it is not possible to use a collaborative framework agreement, a standard Invitation to Tender template is used with applicable terms and conditions requiring contractors to comply with current legislation in relation to the Equality Act 2010, National Minimum Wage Act 1998 (as amended), Health & Safety at Work Act 1974 (as amended) and the Modern Slavery Act 2015. The terms and conditions include a clause on Anti-Slavery and Human Trafficking which outlines the expectations and obligations of the Contractor and any applicable subcontractors.

Recruitment checks are carried out by the Human Resources Teams at the College to ensure compliance with the provisions of the Immigration, Asylum and Nationality Act 2006, which state that at the time of recruitment an employer must be able to demonstrate that the person to be appointed has permission to work in this country. Therefore, all external candidates

invited to attend interview for a post in the College must produce evidence of their entitlement to work in the United Kingdom.

Offers of employment are also subject to a satisfactory PVG Scheme Record and references satisfactory to the College.

Risk Assessment and Management

For relevant collaborative and local tenders, a risk assessment using the APUC Prioritisation Tool or APUC Sustainability Test is carried out to assess if the commodity is exposed to Modern Slavery and trafficking.

APUC uses its Supply Chain Management (SCM) Tool to verify that framework suppliers have published Modern Slavery Statements in line with the Modern Slavery Act 2015. It has adopted a system, EcoVadis, an internationally recognised sustainability rating company, whose system will provide a further proportionate assessment on suppliers' ethical, environmental, and social compliance within the framework agreements.

The College has adopted the EcoVadis sustainability ratings agency, which allows the College to review sustainability audits within their supply chain.

The College has invited all local, contracted suppliers with a recurrent regulated spend to complete Section 1 of the SCM Tool. This section has a module on Ethics & Environment which the supplier is requested to provide information on their Modern Slavery Statement and their Living Wage status.

In partnership with Police Scotland, tenderers are requested to provide declaration of Non-Involvement in Serious Organised Crime and Non-Involvement in Human Trafficking where it is considered relevant and proportionate.

The College is also an affiliate member of Electronics Watch, an independent monitoring organisation working to achieve respect for labour rights in the global electronics industry, through socially responsible purchasing in Europe.

Training on Modern Slavery and Trafficking

The Procurement Manager participates in the Procurement Strategy Group for Colleges where responsible procurement updates are part of the agenda. Online resources on the APUC Responsible Procurement Website provide current information, training and sector guidance.

The Procurement Manager delivered procurement awareness training to the Heads of Departments/budget holders within the College which included considerations of sustainable procurement and the Modern Slavery Act.

The Student Funding Team at the College has undertaken training in document fraud and immigration awareness, which was delivered by the Home Office.

Plans for the Future

The College is committed to better understanding its supply chains and working towards greater transparency and responsibility towards people working in them. The College will continue to ensure risk assessments are carried out using the APUC Prioritisation Tool or the Sustainability Test and address any risks in our tendering processes through key evaluation criteria on high risk areas.

The College will continue to promote the use of the Sustain Supply Chain Code of Conduct in our local tenders helping suppliers to understand the importance of compliance with ethical standards. The College shall seek to increase the use of APUC framework agreements and

work with APUC to measure ethical compliance through the SCM and EcoVadis Tools. Where relevant and proportionate, we shall look to use these tools for local, contracted suppliers.

The College will continue to invite local, contracted suppliers to complete Section 1 of the SCM portal.

The Procurement Manager shall continue to attend APUC responsible procurement training which shall include modern slavery and related topics.

The College will review procurement training delivered to stakeholders to ensure it captures current sustainable procurement practices and continuous promotion of Modern Slavery awareness in the supply chain.

The College will maintain a risk register and will prioritise the highest-risk categories for supply chain mapping and further analysis. As part of identifying and mitigating risk the College commits to:

- Monitor, identify and assess potential risk areas in the supply chains.
- Mitigate the risk of slavery and human trafficking occurring in the supply chains.
- Protect whistleblowers, safeguard vulnerable people and report unethical conduct.
- Where possible, build long-standing relationships with supply chains to ensure these entities have and follow suitable anti-slavery and human trafficking policies and processes.
- Continue to deliver relevant training and awareness sessions, facilitated by the Procurement department and APUC, to staff.

SLC will review its policies and procedures on an annual basis ensuring they reflect our commitment to acting ethically and with integrity in all our business relationships and our supply chains.

Approved: South Lanarkshire College

Signed:

Douglas Morrison, Chair of South Lanarkshire College Board of Management

Date:

FINANCE AND RESOURCES COMMITTEE

DATE	2 December 2025
TITLE OF REPORT	Finance and Resources Committee Remit
REFERENCE	
AUTHOR AND CONTACT DETAILS	Vari Anderson, Governance and Compliance Professional Vari.anderson@slc.ac.uk
PURPOSE:	To request members to approve the updated Finance & Resources Committee Remit.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: • approve the draft Finance & Resources Committee; and • remit to the Board of Management for approval.
RISK	• That the College does not have up to date committee remits in place ensuring compliance with the Code of Good Governance for Scotland's Colleges.
RELEVANT STRATEGIC AIM:	• The Student Experience • People and Culture Development • Growth and Innovation • Sustainability
SUMMARY OF REPORT:	• The remit of the Finance and Resources Committee has been revised to remove references to the Lanarkshire Regional Strategic Body.

1. INTRODUCTION

1.1 The purpose of this paper is to provide an overview of the updated Finance & Resources Committee Remit for the approval of all members. The full document is annexed to this report.

2 CONSTITUTION AND MEMBERSHIP

2.1 The remit covers the composition and membership of the committee and highlights in particular that the Committee and its Chair will be appointed by the Board and will consist of no fewer than four members (including the Principal) – preferably with at least 50% of the membership being non-executive members as defined by the Code of Governance.

2.2 All decisions taken must be taken by a majority of non-executive members present and voting.

2.3 The Principal shall be a member but for voting purposes will be considered an executive member. The Chairing Member of the Board may also be a member and if so will be treated as a non-executive member.

2.4 As there will normally be at least one Executive Board Members serving on this Committee it is expressly provided that Student Members, Staff Members and Trade Union Members need not expressly declare an interest by virtue of that status and that a Declaration of Conflict of Interest, as defined in full in the Remit, need not require a conflicted member to withdraw if, at the discretion of the Committee Chair with the advice of the Governance Professional, the input of that member can usefully contribute to the proceedings.

3 AMENDMENT
3.1 The remit of the Finance and Resources Committee has been revised to remove references to the Lanarkshire Regional Strategic Body.

4 TERMS OF REFERENCE

4.1 These Terms of Reference ensure that the Finance and Resources Committee has specified authority and resources to form an opinion and to make recommendations and report to the Board.

5 PROCEEDINGS

5.1 The Committee should meet four times per year. The Vice Principal responsible for Finance will attend as a specialist advisor along with such senior staff as may be appropriate from time to time to offer specialist advice. One of these meetings will be to recommend approval of the College Financial Statements to the Board of Management and the Chair of the Audit Committee should be in attendance at this meeting.

6 DUTIES

6.1 The duties of the Committee shall include:

6.1.1   Monitoring and advising on the financial and institutional sustainability of the College.

6.1.2   Maintaining a strategic overview of all matters concerned with Finance and the maintenance and development of the College estates.

6.1.3   Reviewing the College's finance and procurement strategies.

6.1.4   Advising the Board on the overall strategy & planning for the College's property and estates.

6.1.5   Considering the appropriateness of and approving the College's Accounting Policies for use within the Annual Report and Financial Statements.

6.1.6   Considering the College's Annual Report and Financial Statements and, in conjunction with the opinion of the Audit Committee on the report of the external auditor, recommend these for approval to the Board of Management, and as required, to the Funding Body.

6.1.7   Approving annual operating plans and budgets prior to their submission to the Board of Management and ensuring they reflect both the Strategic Plan and the Risk Register.

6.1.8   Considering and advising the Board of Management on relevant aspects of the Scottish Public Finance Manual.

6.1.9   Monitoring management accounts as compared to plans and budgets.

6.1.10 Reviewing submissions and reports made by the Head of Finance on relevant matters.

6.1.11 Monitoring all required financial and estates-related returns.

6.1.12 Advising the Principal regarding expenditure on services to the College.

6.1.13 Ensuring that funds provided by the Scottish Funding Council and other funders are used in accordance with the specified terms and conditions.

6.1.14 Ensuring the currency and relevance of all policies on financial and estates-related issues.

6.1.15 Approving the College Financial Regulations and related documents.

6.1.16 Monitoring any Financial Memoranda with the Funding Body.

6.1.17 Advising the Board on the progress of capital and estates programmes and on the efficient and effective maximisation of the College properties.

6.1.18 Examining any issues with financial / estates implications as may be referred to them.

6.1.19 Reviewing the College's Annual Climate Change Duties Report

6.1.20 Review the College's Mid-Year Return (MYR) and Financial Forecast Return (FFR).

7 REPORTING PROCEDURES

7.1 The Committee should direct the minutes and appropriate papers of its meetings to the Board of Management.

7.2 After approval, the Committee's Minutes and appropriate papers should be directed, if required, to the Funding Body and be published on the website.

8 EFFECTIVENESS OF THE COMMITTEE

8.1 The Committee shall refer to the Code of Good Governance for Scotland's Colleges and:

8.2 Perform an annual self-evaluation exercise

8.3 Prepare an Annual Report for the Board of Management on the performance and duties undertaken by the Committee

8 EQUALITIES

8.1 There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report. The Committee Remit has appropriate mechanisms of referral in place should matters relating to equalities be raised.

9 RISK

9.1 That the College does not have up to date committee remits in place ensuring compliance

with the Code of Good Governance for Scotland's Colleges.

10 RECOMMENDATIONS

10.1   Members are recommended to approve the draft Finance & Resources Committee Remit and thereafter present same to the Board for approval.

THE BOARD OF MANAGEMENT
FINANCE AND RESOURCES COMMITTEE REMIT

Constitution and Membership

The Board of Management will establish a Committee of the Board to be known as the Finance and Resources Committee.

The Committee and its Chair will be appointed by the Board. There shall be not less than four members, one of whom shall be the Principal. A quorum shall be a minimum of three members of the Committee.

Committee membership should, preferably, comprise at least 50% of the membership as being non-executive members but all decisions must be taken with a non-executive majority of those present and voting. The Chairing Member of the Board is ex officio a member of the Committee and as such is considered to be a non-executive member as defined in Annex 1 of the Code of Governance.

As there will normally be at least one Executive Board Members serving on this Committee it is expressly provided that Student Members, Staff Members and Trade Union Members need not expressly declare an interest by virtue of that status and that a Declaration of Conflict of Interest need not require a conflicted member to withdraw if, at the discretion of the Committee Chair with the advice of the Governance Professional, the input of that member can usefully contribute to the proceedings. For the avoidance of doubt the test for a Conflict of Interest which would preclude participation in decision making and/or require withdrawal is as follows:

The objective test for determining a significant conflict of interest is whether or not a member of the public with knowledge of the relevant facts would reasonably regard the interest so significant that it is likely to prejudice decision making.

Terms of Reference

These Terms of Reference ensure that the Finance and Resources Committee has specified authority and resources to form an opinion and to make recommendations and report to the Board.

Proceedings

The Committee should meet four times per year. The Vice Principal responsible for Finance will attend as a specialist advisor along with such senior staff as may be appropriate from time to time to offer specialist advice. One of these meetings will be to recommend approval of the College Financial Statements to the Board of Management and the Chair of the Audit Committee should be in attendance at this meeting.

Duties

The duties of the Committee shall include:

- Monitoring and advising on the financial and institutional sustainability of the College.

Approved by Board 24 September 2024

- Maintain a strategic overview of all matters concerned with Finance and the maintenance and development of the College estates and to advise the Board of Management accordingly.

- Review the College's finance and procurement strategies, with a view to recommending their acceptance to the Board of Management.

- Advise the Board on the overall strategy and planning for the College's property and estates, with a view to recommending any strategy documents to the Board of Management for their approval.

- Consider the appropriateness of and approve the College's Accounting Policies for use within the Annual Report and Financial Statements.

- Consider the College's Annual Report and Financial Statements and, in conjunction with the opinion of the Audit Committee on the report of the external auditor, recommend these for approval to the Board of Management, and, as required, to the Funding Body.

- Approving annual operating plans and budgets prior to their submission to the Board of Management, ensuring that they reflect the College's strategic plan – taking account of key risk areas as identified in the Risk Register.

- Consider and advise the Board of Management on relevant aspects of the Scottish Public Finance Manual.

- Monitoring management accounts as compared to plans and budgets.

- Review submissions / reports made by the Head of Finance on financial and estates-related matters prior to presentation to the Board.

- Monitor all financial and estates-related returns requested by outside bodies, in particular, the Scottish Funding Council.

- Advise the Principal regarding expenditure on services to the College.

- Ensuring that funds provided by the Scottish Funding Council and other funders are used in accordance with the terms and conditions specified in the appropriate offers of funding.

- Examine College policies on financial and estates-related issues, ensuring that they retain currency and relevance.

- Approve the College Financial Regulations and related documents.

- Monitor any Financial Memoranda with the Regional Strategic Body or their successor body as appropriate

- Advise the Board on the progress of capital and estates programmes and on the efficient and effective maximisation of the College properties.

- Examine any issues which may have financial / estates implications or which may be referred to it by the Board of Management.

Approved by Board 24 September 2024

- Review the College's Annual Climate Change Duties Report

- Review the College's Mid-Year Return (MYR) and Financial Forecast Return (FFR) for submission to the Scottish Funding Council, recommending their acceptance by the Board of Management.

Reporting Procedures

The Committee should direct the minutes and appropriate papers of its meetings to the Board of Management.

After approval, the Committee's Minutes and appropriate papers should be directed, if required, Funding Body and be published on the South Lanarkshire College website.

Effectiveness of the Committee

Th Committee shall refer to the Code of Good Governance for Scotland's Colleges and:
- Perform an annual self-evaluation exercise
- Prepare an Annual Report for the Board of Management on the performance and duties undertaken by the Committee

Approved by Board 24 September 2024

FINANCE AND RESOURCES COMMITTEE

DATE	2 December 2025
TITLE OF REPORT	College Capital Expenditure Schedule 2025-26
REFERENCE	08.1
AUTHOR AND CONTACT DETAILS	Elaine McKechnie – Vice Principal Finance, Resources & Sustainability Elaine.McKechnie@slc.ac.uk
PURPOSE:	To present the schedule being maintained by the College in respect of its capital requirements
KEY RECOMMENDATIONS/ DECISIONS:	Members are asked to: • note the capital budget plan for 2025-26 and progress to date; • note the College's early engagement with a consultancy to consider reconfiguration of College spaces across a 1-5 year period; and • note the request for emergency funding from the Scottish Funding Council to support with the replacement of the main lifts.
RISK	• That there are insufficient funds for capital project and maintenance requirements.
RELEVANT STRATEGIC AIM:	• The Student Experience • Growth and Innovation • Sustainability
SUMMARY OF REPORT:	• The College has committed spend of £218,854 year to date on capital projects in line with the high-level plan presented to the Board on finalisation of Budget 2025-26. • The College awaits confirmation of ability to convert some Capital Departmental Expenditure Limits (CDEL) funding to The Resource Departmental Expenditure Limits (RDEL) funding by the Scottish Funding Council, which is expected to be communicated in December 2025. In the interim, the College has no flexibility to utilise any capital funding for revenue related purposes. • The College has engaged with a consultancy firm to support with the production of a brief to reconfigure college spaces in support of its Estates strategy which is currently being devised. • Separately, the College has submitted an expression of interest for emergency funding to support with the replacement of its two main lifts. It is anticipated that this will cost approximately £320k.

	• Progress on spend will continue to be brought to the Finance & Resource Committee in 2026 as the College initiates procurement.

1 INTRODUCTION

1.1 This paper outlines the capital expenditure plan for 2025-26 and progress to date.

2. EXPENDITURE AND AVAILABLE FUNDS

2.1 For Capital Departmental Expenditure Limits (CDEL), the College has spent a provisional total of £218,854 of its capital funding. This has been incurred in respect of refurbishment along the painting workshops corridor, a replacement Buildings Maintenance System IQ5 controller and indicative cost for phase 1 of the lockable laptop cabinet project, Lapsafe, as is recommended as a pilot project in the table below.

2.2 Currently the College has no flexibility to reclassify any of its capital budget for revenue related projects however the sector is awaiting an update from the Scottish Government in December 2025. For now, the College assumes that all capital funds must be spent on capital projects.

2.3 The Budget for 2025-26 is set out in section 3 below. The Committee is reminded that there is no specific Digital Poverty funding for 2025-26 and so 2025-26 plan has a heavier focus on digital projects, owing to the loss of this funding stream over the past two years.

3. CAPEX BUDGET 2025/26

3.1 SFC Funding for 2025/26 amounts to a total of £892k. The high-level plan is contained below, with status updates noted against each line item.

3.2 Table 1 Capital Budget 2025-26

Project description	2030 Strategy Alignment	Value £	Committed spend to date £	Status update
External Cladding	Sustainability	30,000	-	Facilities team sourcing quotes for repairs and replacement works; tbc early 2026
Boiler replacement	Sustainability	50,000	-	Facilities team sourcing quotes for repairs and replacement works; tbc 2026

MIS IT spend	Sustainability Growth and Innovation	170,000	-	In progress
Lapsafe	Growth and Innovation The Student Experience	110,000	170,565 (estimate; overspend to be offset against other projects if required)	Board approval being sought for pilot project imminently
IT device refresh	Sustainability Growth and Innovation	130,000	-	In progress
Access Control System	The Student Experience People and Culture Development (Safety)	192,000	-	In progress; invoiced costs expected imminently
Horticulture Glasshouse/space renovation	The Student Experience	30,000	-	Curriculum area reviewing plans. Potential Foundation grant funding to support with works. Tbc early 2026
Outdoor classroom, including turf and horticulture activities	The Student Experience	20,000	-	As above – tbc early 2026
Reconfiguration of College spaces	The Student Experience Growth and Innovation People and Culture Development (effective work environment)	100,000	27,803	In progress; College initiated contact with consultancy firm in November 2025 to support more hollistic approach to reconfiguration and refurbishments across a 5 year plan

Contingency Spend	The Student Experience Growth and innovation People and Culture Development Sustainability	60,000	20,486	Spend on BMES replacement IQ5 Controller (Project Bid awaiting sign off at SLT in December 2025)
TOTAL		892,000	218,854	

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

4. RECONFIGURATION OF COLLEGE SPACES

4.1 The College recently met with a consultancy firm to discuss a more holistic approach to the reconfiguration of college spaces, which will align to the Estates Strategy that is currently being devised.

4.2 The College is aware that owing to the number of changes required to make the building and the Campus fit for purpose and to meet the needs of the students and staff in both the immediate and longer term, it is no longer feasible to cherry pick refurbishment projects which may or may not have any longevity when considered in the context of wider College requirements.

4.3 The College has therefore asked the consultancy firm to support with the design of a brief that will have the following focus

4.3.1 Creation of more social spaces for student and effective 'hubs' to support students holistically throughout their studies

4.3.2 Consideration of existing classroom and office space, with potential to create more flexible learning and open plan office spaces to meet the future needs of the college in response to skills demand and potential change in curriculum offerings;

4.3.3 The redesign of the ground floor space, specifically student services, reception, building supervisors and incoming security guards ensuring a well-designed, future proofed concept that will enhance the safety of students and staff.

4.4 The College has specified that owing to capital funding restrictions, it would anticipate a schedule of works spanning 1-5 years that can be achieved within anticipated Scottish Funding Council capital budgets.

4.5 Further updates will be brought to the next Committee meeting in February 2026.

5. EMERGENCY CAPITAL FUNDING REQUEST FOR LIFT REPLACEMENTS

5.1 The College has also been engaging with consultant engineers and APUC procurement frameworks to understand the cost of replacing its main lifts.

5.2 As many of the Committee will be aware, one lift has been out of action since summer 2025 owing to concerns with the structure of the lift shaft and surrounding padstones.

5.3 The estimated cost of replacing the lifts is expected to be around £320k and the College is submitted a request to the Scottish Funding Council for emergency funding to support the value of this work, given it represents a health and safety risk.

5.4 The works will likely be undertaken during summer 2026 and communication plan will be communicated to all affected parties, with requirements to displace staff who have mobility issues to the ground floor and options for other staff to work from home during critical period of lift installation.

5.5 The outcome of the funding expression of interest will be communicated to the Committee in due course.

6. RISKS AND ASSURANCES

6.1 The main risks are:

6.1.1   That there are insufficient funds for capital project and maintenance requirements,
6.1.2   That there is now an incorrect allocation of funding against repair or maintenance costs which would be in breach of the SFC's terms and conditions of funding;
6.1.3   that there is a lack of accuracy in the reporting of capital projects; and
6.1.4   that works are not authorised prior to commencement of projects.

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

7. EQUALITIES

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

8. RECOMMENDATIONS

8.1 Members are asked to:

8.1.1 note the capital budget plan for 2025-26 and progress to date;

8.1.2 note the College's early engagement with a consultancy to consider reconfiguration of College spaces across a 1-5 year period; and

8.1.3 note the request for emergency funding from the Scottish Funding Council to support with the replacement of the main lifts.

FINANCE AND RESOURCES COMMITTEE

DATE:	2 December 2025
TITLE OF REPORT:	Facilities Update (Reporting Period: Jul - Sep 2025)
REFERENCE	08.2
AUTHOR AND CONTACT DETAILS	Craig Ferguson and James Jamieson Craig.Ferguson@slc.ac.uk Head of Facilities James.Jamieson@slc.ac.uk Depute Head of Curriculum
PURPOSE:	To provide the Finance and Resources Committee with a summary of in-year performance to date.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to note the following updates: • the facilities work that has taken place in this reporting period; • the contract monitoring review; and • the sustainability charts reporting on energy, water, gas and waste, noting that the latter has significantly decreased. • note the concern about out of use lift and the plan for emergency funding
RISK	• That essential estates work is not carried out on a timely basis impacting on the learner experience. • That there is a failure to adhere to statutory and legislative health & safety requirements. • That the College does not meet the decarbonisation target by 2040.
RELEVANT STRATEGIC AIMS:	• The Student Experience • People and Culture Development • Growth and Innovation • Sustainability
SUMMARY OF REPORT:	• Planned preventative maintenance has taken place particularly with the HVAC and Water systems this reporting period as well as Planned general works. • An update on the College's service providers and their Red Amber Green (RAG) status and noting that some providers are being scrutinised on performance issues. • The new contractor is now in place for college systems, including access control, CCTV, fire and security alarms. They are interacting with both Facilities and IT departments. • An update on the lift issue has been provided.

	- The charts being used for the College's energy consumption, solar PV generation, waste and water provide a visual representation usage. Key challenge is finding additional ways to offset our energy usage where possible, given the significant increase in energy costs. The College's Climate Change Action Team are supporting with this.

1. INTRODUCTION

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

2 FACILITIES WORKS

2.1 There has been a substantial amount of planned preventative maintenance in particular HVAC and Mechanical systems in relation to water management. Please see below for an overview of other works:

2.1.1   Costs are being obtained for air conditioning in two classrooms in the annex which are affected by solar gain.

2.1.2   Contract agreement has been made in relation to the overflow car park, the College has managed to reduce the carbon footprint as there is parking capacity.

2.1.3   The Rainwater Harvesting system has been serviced.

2.1.4   Atrium smoke vents have been replaced due to original ones developing a fault and parts being obsolete. This is now fully operational.

2.1.5   A temporary extract solution has been put in place to enable continued timber working operations in Joinery workshops whilst a replacement auger part is manufactured and installed into the LEV system.

2.2 Lifts

2.3 SLC has two lifts in the building, to service circa 4,500 students and 270 staff. These lifts have been in operation for almost 18 years and have recorded 3 million trips.

2.4 During a routine maintenance visit Kone in 2021, the lift maintenance company, identified areas of cracking and movement, and remedial work was undertaken to strengthen the lift shaft. However, during a routine maintenance visit in summer 2025, Kone notified the college that there were further areas of cracking within one of the lift shifts in particular. The lift carriage was also connecting with the door threshold on three levels, namely ground, first and second floors.

2.5 SLC commissioned Blyth and Blyth, an engineering company, to undertake a survey inspection of the lift shafts in September 2025. The results of this survey can be summarised below:

2.5.1   the remedial work undertaken in 2021 is not sufficient for the long-term usage of the lifts and without further intervention the lifts will be inoperable;

2.5.2   there is significant movement in the lift shaft caused by a variety of factors such as a lack of wall ties in the lift shafts, which means not all of the padstones are all tied back and the front wall blockwork has movement. Note that this was an issue in some Edinburgh schools, in those cases all of the wall ties were missing; and

2.5.3   further movement at the top of the shaft is due to one padstone being only fixed to masonry on three sides which results in it continually moving.

2.6 The engineering report recommends undertaking a retro fit of the lift shafts and the replacement of both lifts for health and safety reasons.

2.7 The College has submitted an application to the Scottish Funding Council's emergency capital expenditure fund as it clearly meets the criteria of being a risk to

health and safety, it was a sudden failure, it was outwith the college's planned annual maintenance and is impacting on the student experience.

2.8 Estimated costs are circa £320k.If the funds are not granted then the College would have to proceed with additional strengthening work but this work would likely need to be repeated in a few years. Members will be kept updated of progress.

3   CONTRACT MONITORING

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

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

- Shortages reported;
- Deliveries missed or late;
- Quality of service or goods;
- Invoice accuracy; and
- General customer satisfaction as reported by the end user.

3.3 The new contractor for CCTV, fire, security and access control systems is now embedded into college operations carrying out reactive works and planning for the new access control system.

3.4 Table 1: Service Providers

RAG Rating		Expense - Supplier	Progress to Green: Key Actions
Last Quarter	This Quarter		
Green		Gas - Supply – Total Gas	N/A
Orange	Green	Gas - College Infrastructure – Dalkia	Dalkia is performing well. This and the Account manager is very interactive and providing good service
Green		Electricity – Supply – EDF	Monitor cost increases
Green		Electricity – Feed in Tariff – Scottish Power	No concerns
Green		Electricity – College Infrastructure –	Single supplier Electrical contractor in place and operational - Excellent service.
Green		Elevators - Kone, maintaining all five elevators	Excellent response times and experienced engineers. This obviously excludes the lift shaft issue

🟧	🟩	Mechanical & Ventilation – Dalkia	Dalkia is performing well. This and the Account manager is very interactive and providing good service
🟧		Kitchen equipment, including refrigeration units – NWCE	Contractor service proved to be inefficient. Contract ends in October 2025
🟩		Water – Supply – Business Stream	N/A
🟧		Water – College Infrastructure – Dalkia	Dalkia is performing well. This and the Account manager is very interactive and providing good service
🟧		CCTV and associated systems - VWS	New contractor has now been carrying out works and proving to be of good standard. We will monitor at this early stage, retaining Amber.
🟧		Security Systems (Alarms) – VWS	New contractor has now been carrying out works and proving to be of good standard. We will monitor at this early stage, retaining Amber.
🟧		Fire Systems – VWS	New contractor has now been carrying out works and proving to be of good standard. We will monitor at this early stage, retaining Amber.
🟩		Pest Control – Environmental Services Pest Control Ltd	Good service provision and very reactive.
🟩		Construction Machinery Maintenance – Inhouse and 'The Saw Centre'	Carried out internally and backed up by routine maintenance contractor services employed
🟩		Waste & Recycling – Biffa	Service levels have improved to a satisfactory level. Contract review meetings in place. This contract is working very well. It will be going out to tender shortly.
🟧		Ground's maintenance – IPSUM	This contractor continues to not impress, and we continue to have dialog with. We have to push to ensure service is satisfactory. No change to rating.

4 SUSTAINABILITY

4.1 Table 2 Solar Panel Production

Reporting Period	Construction Wing	Annex	Low Carbon House	Total Kwh
Jan – Mar 2023	4080	638	142	4,860
Apr-Jun 2023	72,876	2,206 (F)	599	75,681
Jul-Sept 2023	65,793	2537	476	68,806
Oct-Dec 2023	13132	671	140	13,943
Jan – Mar 2024	17133	971	176	18,280
Apr-Jun 2024	63,661	3,996	504	68,161
Jul-Sept 2024	58,582	3,616	489	62,687
Oct-Dec 2024	12,994	627	134	13,755
Jan – Mar 2025	20,794	1310	233	22,337
Apr-Jun 2025	77625	5227	688	83,540
Jul-Sept 2025	59581	3861	507	63,949

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

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

4.3 The College has generated 960,592 Kwh to date for this reporting period. It is estimated that, the main building 70 Kwp system has generated an income from the feed in tariff (514,994Kwh @ 11p = £56,649) the Low Carbon House (26,816Kwh @45p = £12,067) Total income FIT £68,716

4.4 The graphs below highlight the College's generated electricity from all PV sources against all energy used. The graphs have been changed as requested at the last FRC, and work will be undertaken to provide a dashboard.

4.5 Chart 1 Electricity Generated by the College Against Usage
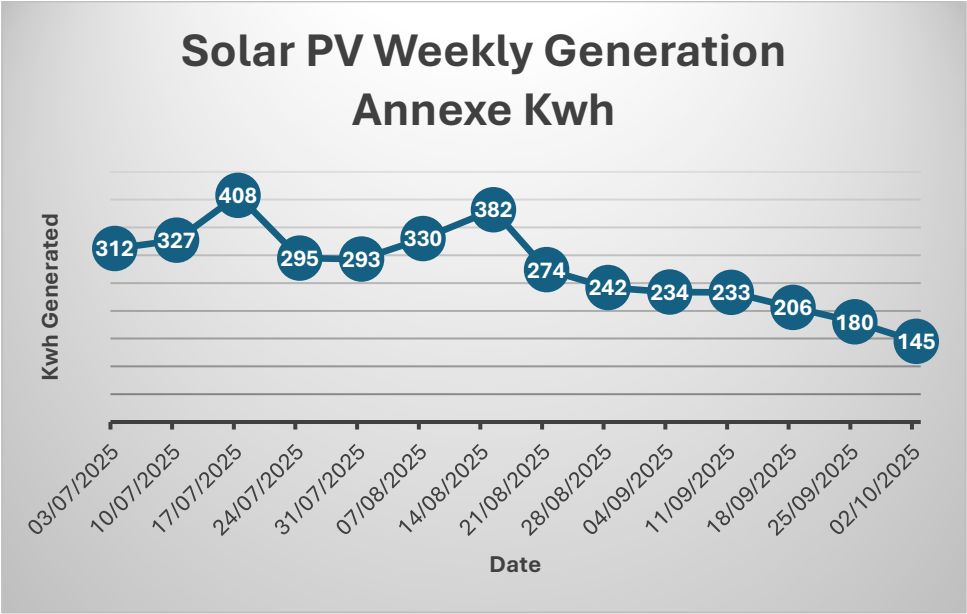

Campus Kwh Used Against Generation
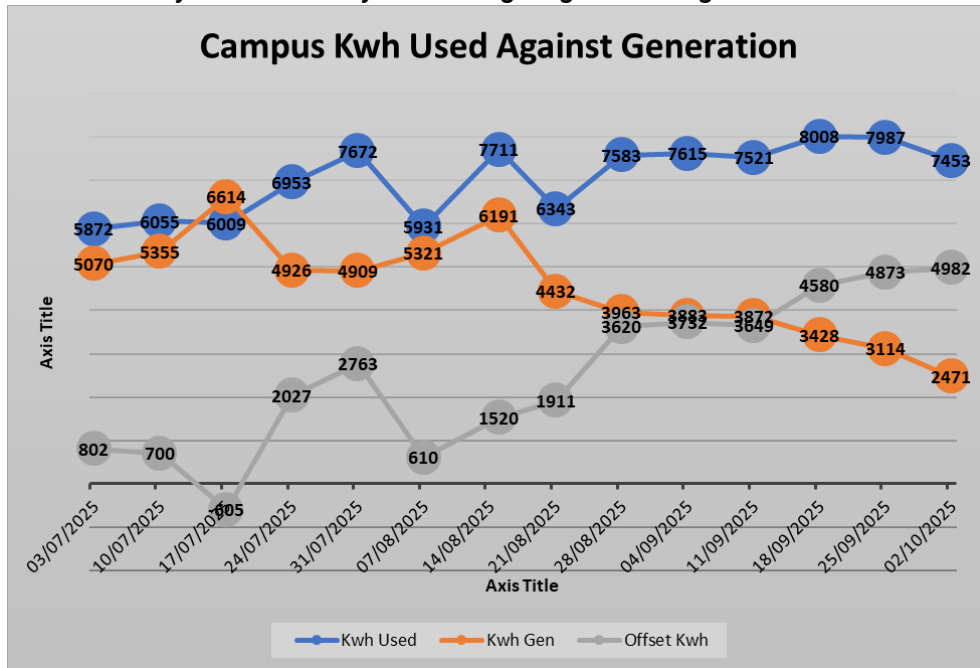
4.6 Measures are being investigated to further reduce all electricity consumption from centrally turning off computers and clever touch screens from our IT department and the newly appointed HVAC contractor (Dalkia) are in discussion with the facilities team to implement similar measures through the BMS system. This investigation is still under way and hope to have results for the next report update.

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

4.8 Chart 2: Solar PV for the Low Carbon House

Solar PV Weekly Generation LCH Kwh
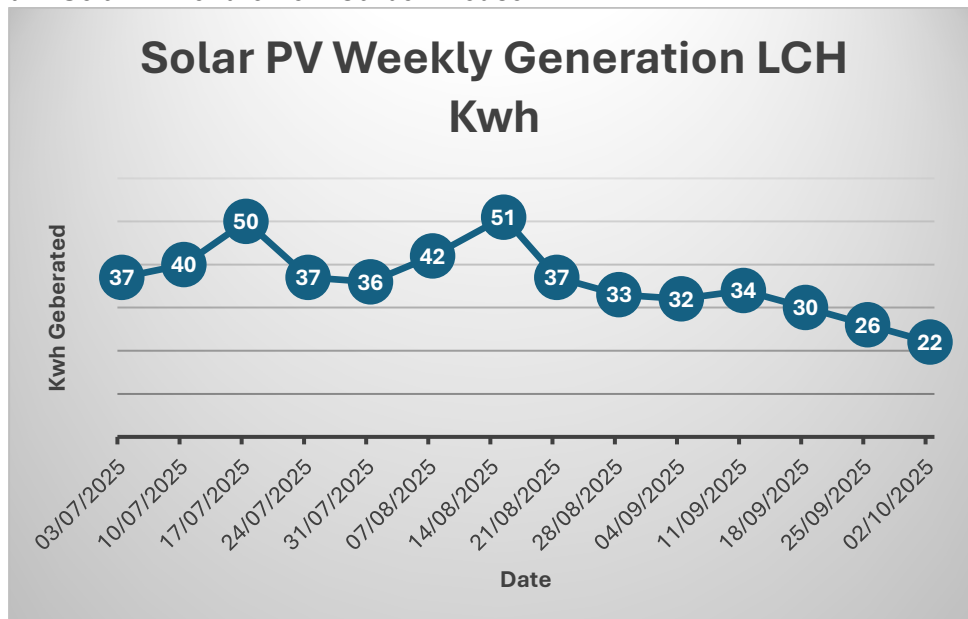
4.9   Chart 3: Solar PV for the Annex

Solar PV Weekly Generation Annexe Kwh

4.10Chart 4: Solar PV Figures Main Building

Solar PV Weekly Generation Main Building Kwh
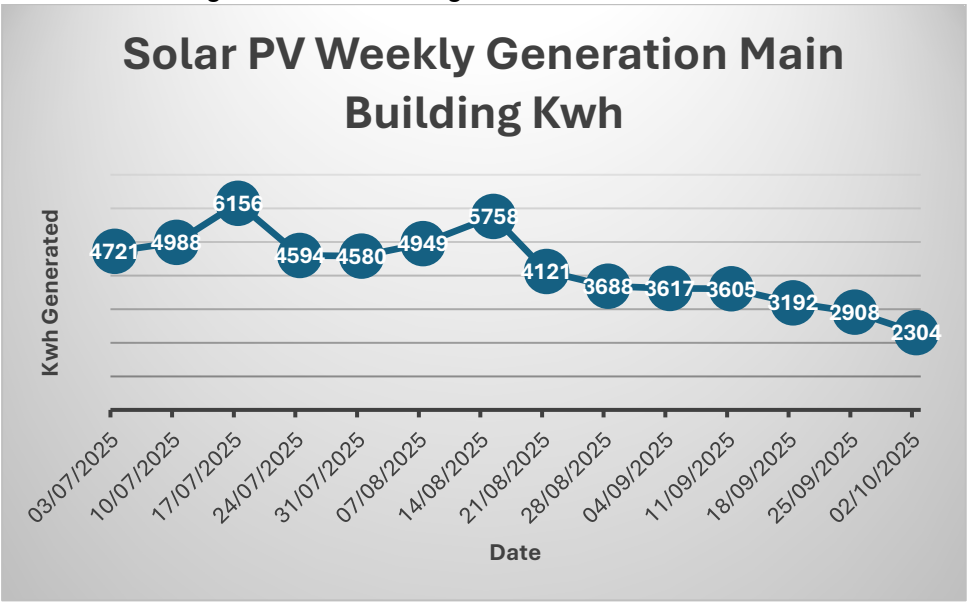
4.11 Chart 5: Total Solar PV Figures Combined

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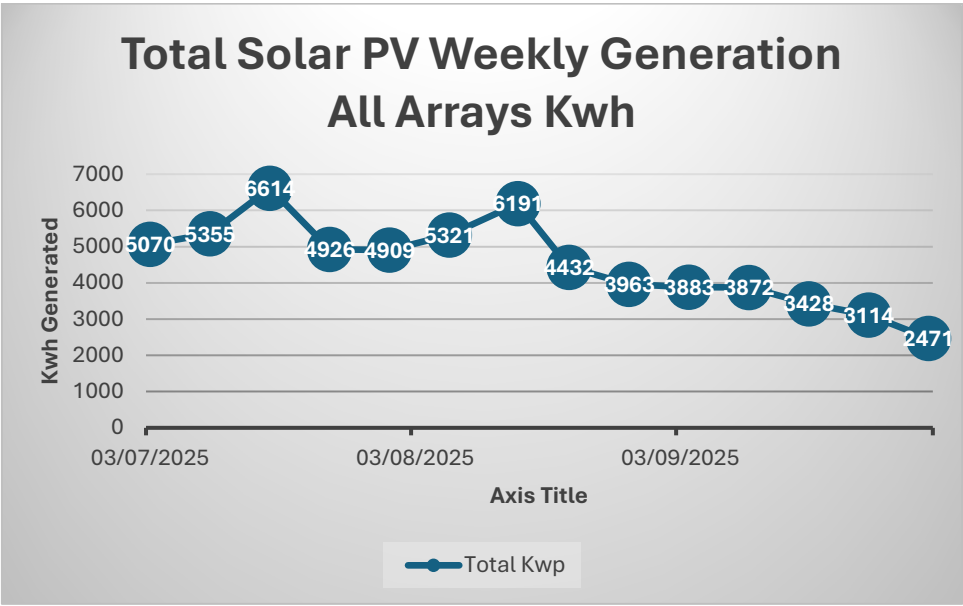
4.12 Charts 3 and 4 show how much of what the College has generated for the annex and the main building can be offset against what is actually used in these buildings. There is a natural reduction of solar power generated across the winter months as can be seen from this two-year trend.

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

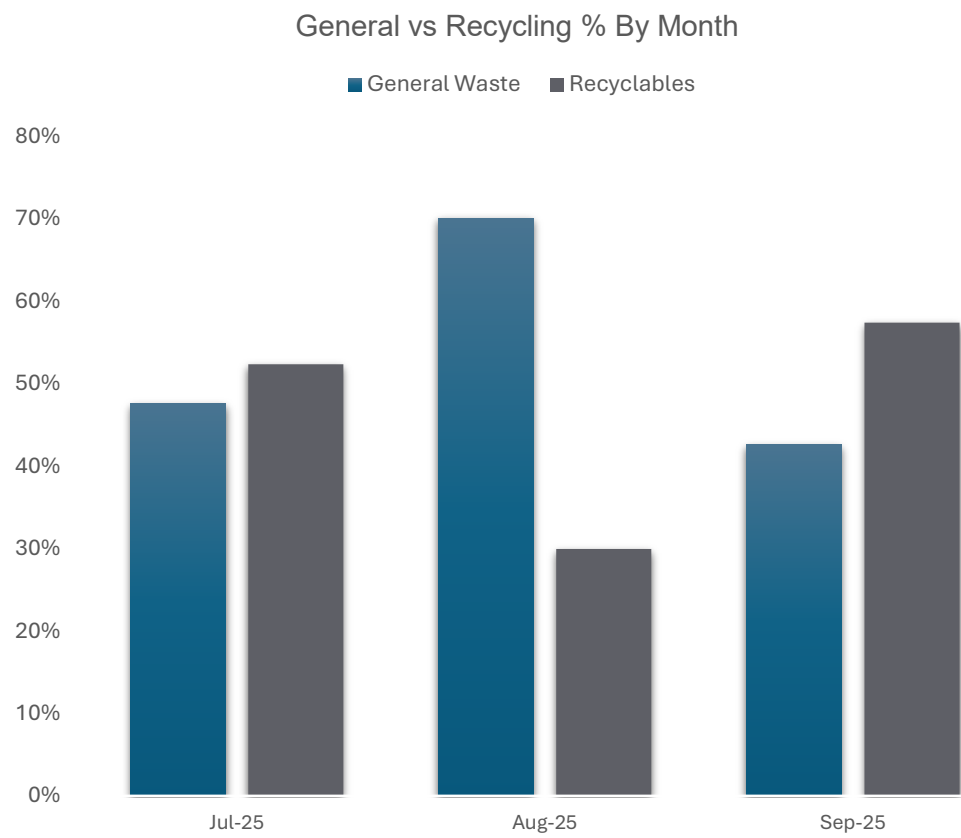*4.14 Chart 6: Annexe Kwh Used Against Generation*

Annexe Kwh Used Against Generation July to September
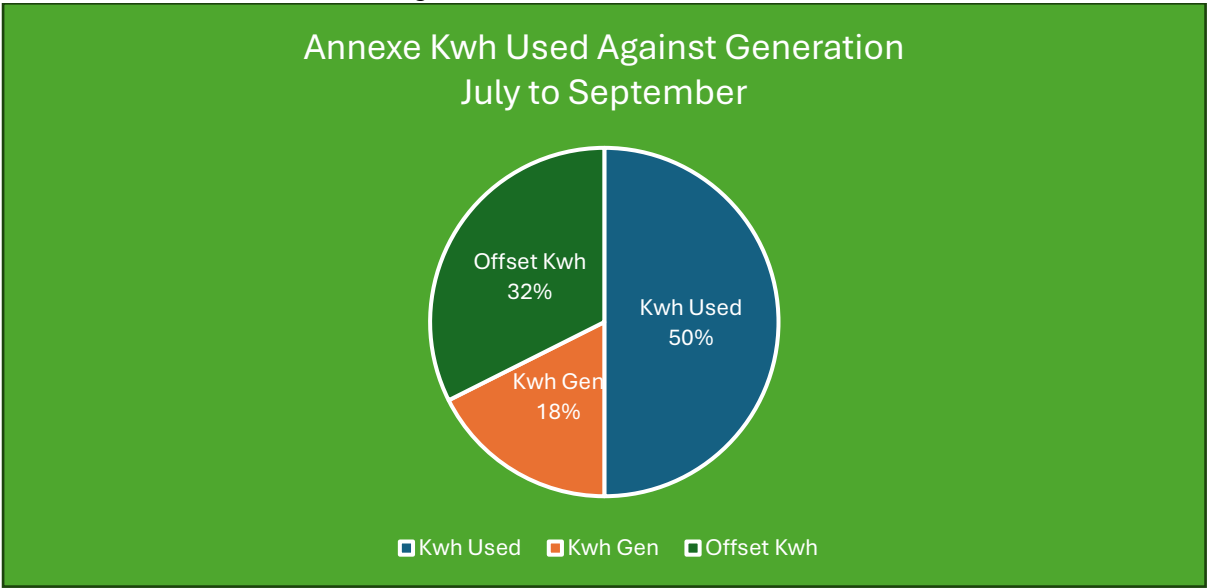
Main Building Kwh Used Against Generation

2183, 15%

7521, 50%

5338, 35%

- Kwh Used
- Kwh Gen
- Offset Kwh

Campus Kwh Used Against Generation
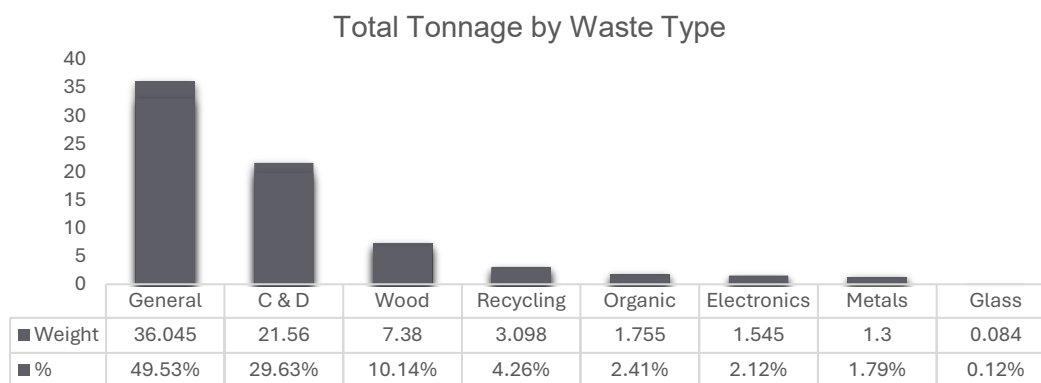
- Kwh Used
- Kwh Gen
- Offset Kwh
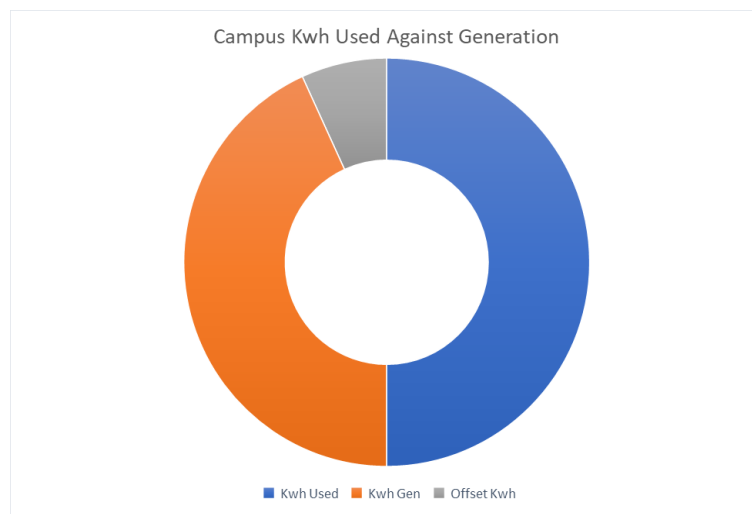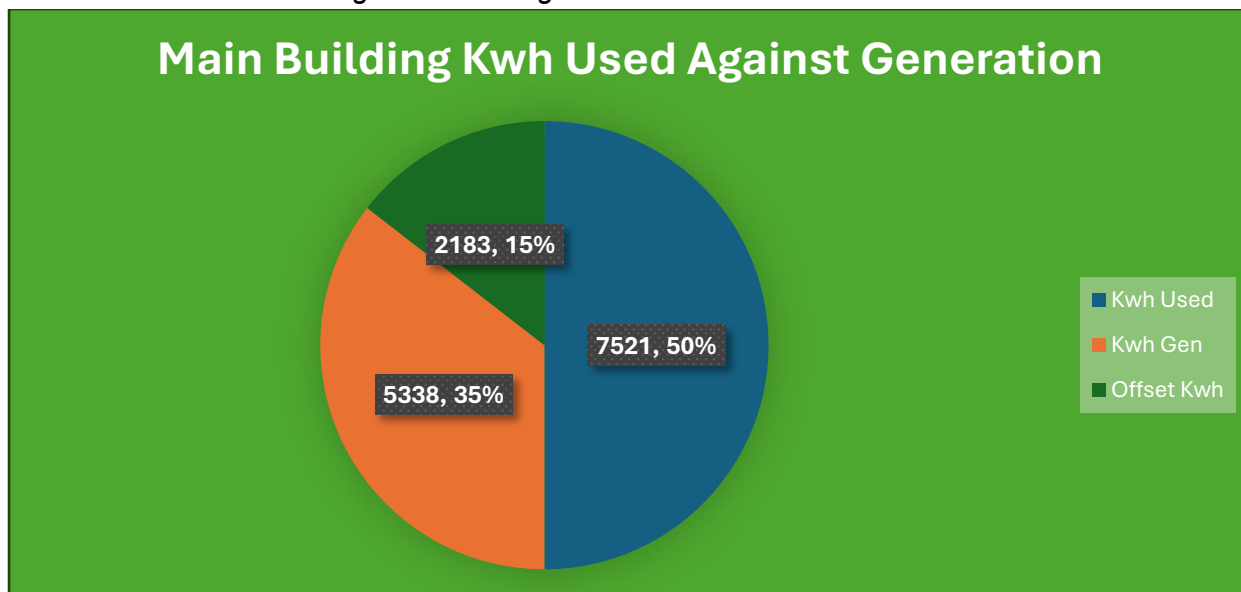
5 Waste

5.1 The graphs show in detail a breakdown of the waste categories from the College supplier Biffa. Note that the category "C&D" refers to "Mixed Construction and Demolition" waste. This has previously been reported and the CCAT Team are also involving the Student Association, LAMH Recycle, a social enterprise, offering waste management and recycling services. Please note a new reporting system has been adopted by Biffa and better reflects the general waste to recyclable.

General vs Recycling % By Month

■ General Waste ■ Recyclables

General vs Recycling %

Recyclable
s, 50.47%
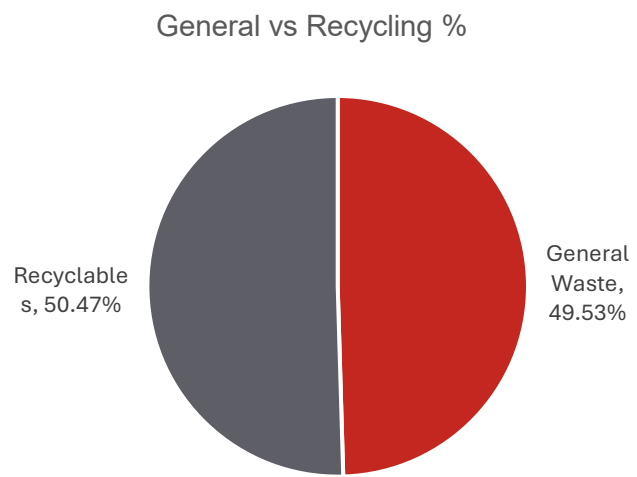
General
Waste,
49.53%

5.3 *Chart 9: Total Tonnage by Waste Type*

Total Tonnage by Waste Type

	General	C & D	Wood	Recycling	Organic	Electronics	Metals	Glass
▪ Weight	36.045	21.56	7.38	3.098	1.755	1.545	1.3	0.084
▪ %	49.53%	29.63%	10.14%	4.26%	2.41%	2.12%	1.79%	0.12%

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

5.5 *Chart 10 Waste: Monthly Tonnage 2024*

Total Tonnage By Month

	Jul-25	Aug-25	Sep-25
▪ Total	26.791	13.503	32.473
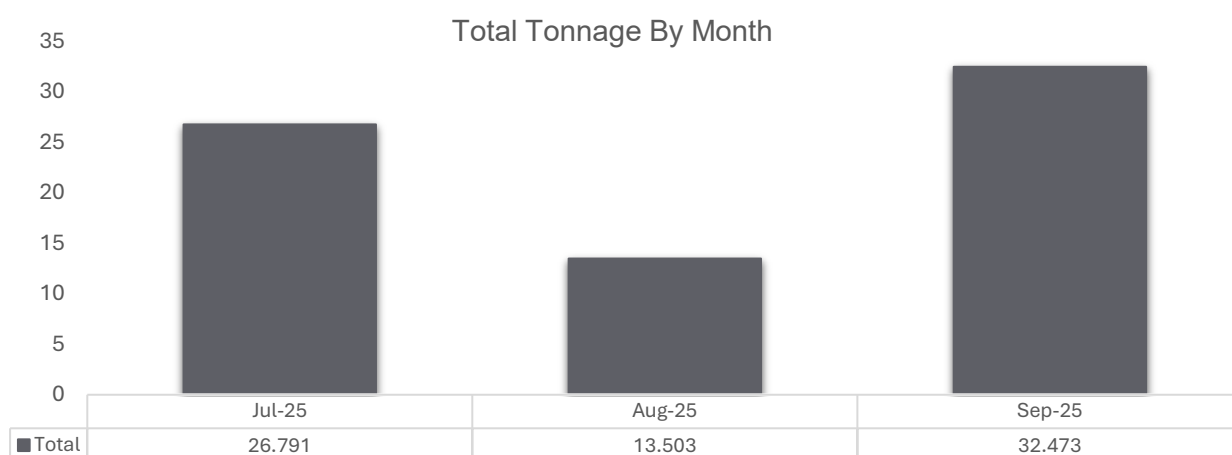
6 ENERGY CONSUMPTION: ALL BUILDINGS

6.1 Table 3 below provides an overview of energy consumption across the estate over the last 3-year period, across all the utilities: gas, electricity and water. The change in the utilisation of the building will obviously affect the comparisons, but the table is designed to compare the movement in the quarter over the prior year equivalent, and the current rolling year over the prior year equivalent.
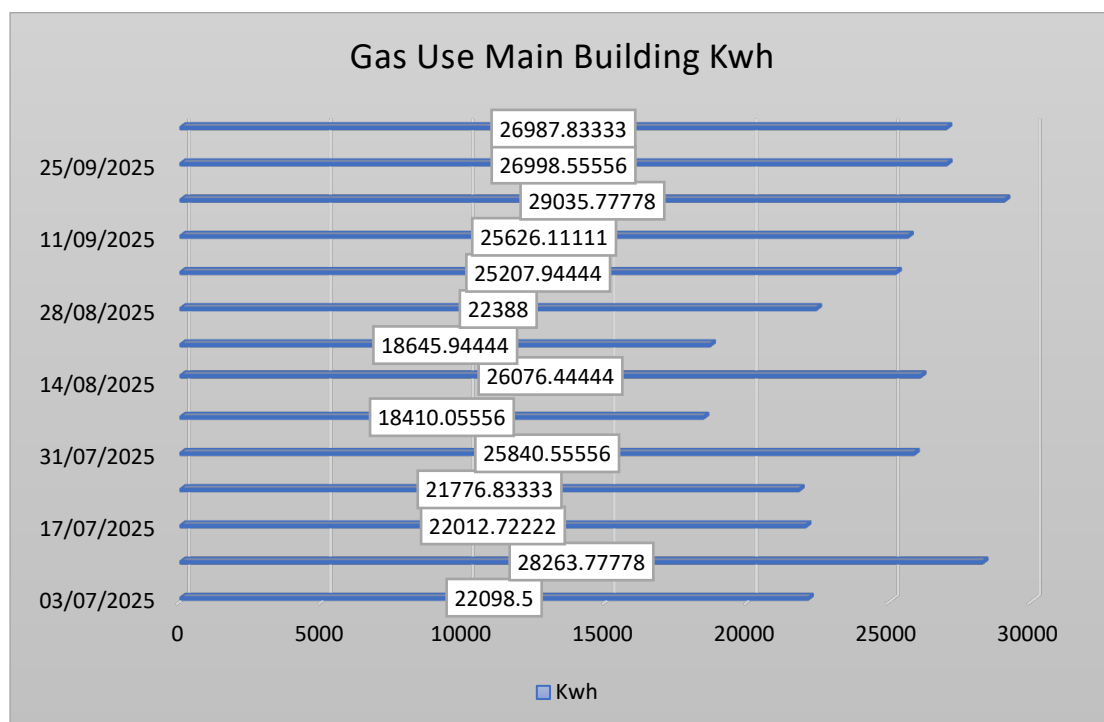
6.2 There are also charts to demonstrate the rolling gas and water consumption so that is easier to read in line with the electricity charts already provided.
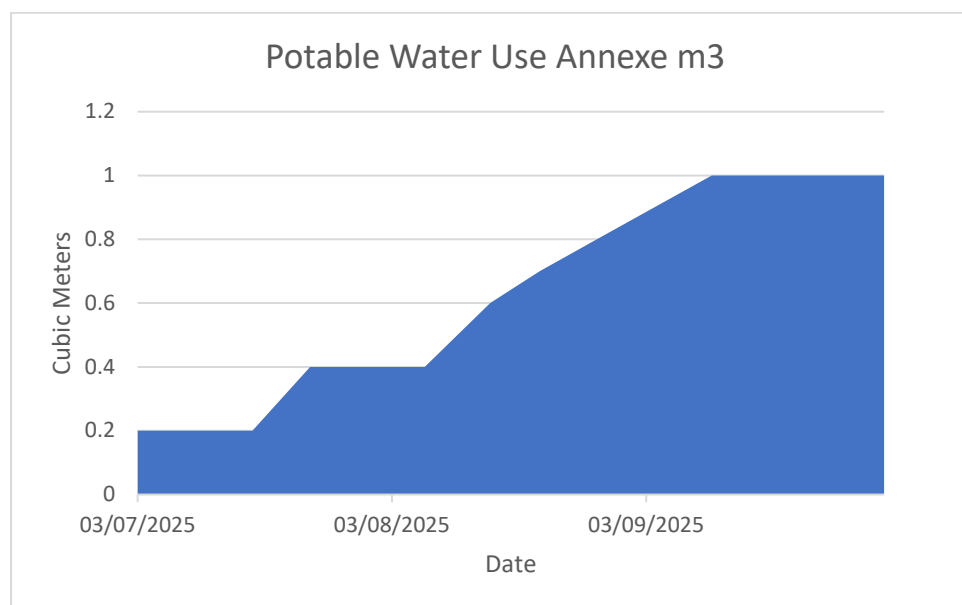
6.3 Table 3 Energy Consumption

Finance and Resources Committee Estates Report August 2025 Energy Consumption- all Buildings

Date	Usage in kWh	Movement over prior year quarter	Rolling Year	Movement over prior rolling year
Gas - kWh				
Jul - Sep 2021	205,185	-7%	1,500,089	0%
Oct-Dec 2021	249,945	-39%	1,341,156	-5%
Jan-Mar 2022	551,090	-1%	1,336,568	0%
Apr - June 2022	313,839	-5%	1,320,059	-13%
Jul - Sep 2022	200,677	-2%	1,315,551	-12%
Oct-Dec 2022	337,867	35%	1,403,473	5%
Jan - Mar 2023	634,676	15%	1,487,059	11%
Apr - June 2023	563,061	79%	1,736,281	32%
Jul - Sep 2023	463,028	131%	1,998,632	52%
Oct-Dec 2023	475,412	41%	2,136,177	52%
Jan - Mar 2024	612,293	-4%	2,113,794	42%
Apr - June 2024	327,719	-42%	1,878,452	8%
Jul - Sep 2024	352,300	-24%	1,767,724	-12%
Oct-Dec 2024	574,829	21%	1,867,141	-13%
Jan - Mar 2025	715,515	17%	1,970,363	-7%
Apr - June 2025	517,615	58%	2,160,259	15%
Jul - Sep 2025	339,361	-4%	2,147,320	21%
Electricity - kWh				
Jul - Sep 2021	283,081	-5%	1,899,962	14%
Oct-Dec 2021	127,306	-73%	1,554,522	-1%
Jan-Mar 2022	193,702	-75%	972,242	-45%
Apr - June 2022	135,743	-63%	739,832	-61%
Jul - Sep 2022	135,201	-52%	591,952	-69%
Oct-Dec 2022	174,960	37%	639,606	-59%
Jan - Mar 2023	189,142	-2%	635,046	-35%
Apr - June 2023	209,549	54%	708,852	-4%
Jul - Sep 2023	137,941	2%	711,592	20%
Oct-Dec 2023	156,521	-11%	693,153	8%
Jan - Mar 2024	191,510	1%	695,521	10%
Apr - June 2024	104,669	-50%	590,641	-17%
Jul - Sep 2024	101,636	-26%	554,336	-22%
Oct-Dec 2024	160,652	3%	558,467	-19%
Jan - Mar 2025	154,890	-19%	521,847	-25%
Apr - June 2025	100,317	-4%	517,495	-12%
Jul - Sep 2025	98,713	-3%	514,572	-7%
Water Consumption - M$_3$				
	Usage in m3	Movement over prior year quarter	Rolling Year	Movement over prior rolling year
Oct-Dec 2021	1,665	50.1%	2,143	-49%
Jan-Mar 2022	2193	96.6	4,133	105%
Apr - June 2022	2,507	92.0	6,566	314%
Jul - Sep 2022	1,650	-0.9	8,015	274%
Oct-Dec 2022	2,178	-0.7	8,528	106%
Jan - Mar 2023	2479	-1.1	8,814	34%
Apr - June 2023	2,045	19.3	8,352	4%
Jul - Sep 2023	1,218	-78.8	7,920	-7%
Oct-Dec 2023	2,082	-19.1	7,824	-11%
Jan - Mar 2024	2,167	5.6	7,512	-10%
Apr - June 2024	1,551	21.5	7,018	-11%
Jul - Sep 2024	1,491	-39.6	7,291	-7%
Oct-Dec 2024	2,032	-6.6	7,241	-4%
Jan - Mar 2025	2,136	27.4	7,210	3%
Apr - June 2025	1,720	13.3	7,379	1%
Jul - Sep 2025	1,340	-51.6	7,228	0%

Chart 11: Gas Use Main Building

Gas Use Main Building Kwh

26987.83333
26998.55556
29035.77778
25626.11111
25207.94444
22388
18645.94444
26076.44444
18410.05556
25840.55556
21776.83333
22012.72222
28263.77778
22098.5

Dates (y-axis): 25/09/2025, 11/09/2025, 28/08/2025, 14/08/2025, 31/07/2025, 17/07/2025, 03/07/2025

x-axis: 0, 5000, 10000, 15000, 20000, 25000, 30000

☐ Kwh

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

7.4 Chart 12: Potable Water use Annexe

Potable Water Use Annexe m3

Cubic Meters (y-axis): 0, 0.2, 0.4, 0.6, 0.8, 1, 1.2

Date (x-axis): 03/07/2025, 03/08/2025, 03/09/2025

7.5 The low water usage in the annex is due to all toilet flushing coming from the rainwater harvesting system. 1000 litres used this quarter.

14

7.6 Chart 13: Potable Water use Main Building

Potable Water Use Main Building m3
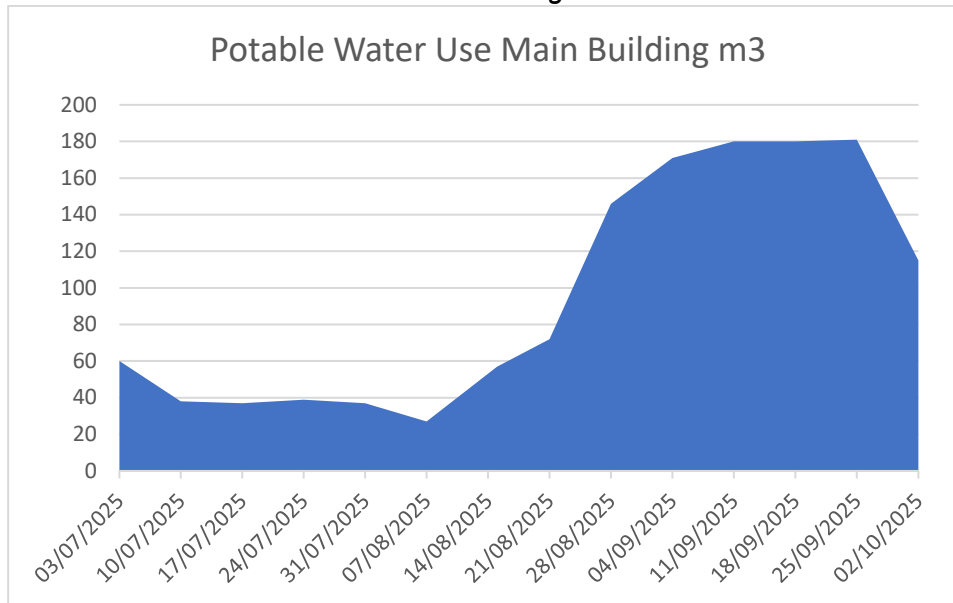
7.7 Solutions to the reduction of potable water consumption continue to be considered as part of a wider capital expenditure programme are to introduce waterless urinals, water solenoid valves and replace taps with 2 litre flow restrictors.

8   RISK

8.1 That essential estates work is not carried out on a timely basis impacting on the learner experience.

8.2 That there is a failure to adhere to statutory and legislative health & safety requirements.

8.3 That the College does not meet the decarbonisation target by 2040.

9   EQUALITIES

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

10 RECOMMENDATIONS

10.1   Members are recommended to note the contents of this report including:

10.1.1 the facilities work that has taken place in this reporting period;

10.1.2 the contract monitoring review; and

10.1.3 the sustainability charts reporting on energy, water, gas and waste, noting that the latter has significantly decreased.

FINANCE AND RESOURCE COMMITTEE

DATE	2 December 2025
TITLE OF REPORT	Environmental and Sustainability Update
REFERENCE	08.3
AUTHOR AND CONTACT DETAILS	Wilma MacLeod Wilma.MacLeod@slc.ac.uk James Jamieson James.Jamieson@slc.ac.uk
PURPOSE:	To provide members with an update on the draft 2025-2025 Climate Change Emergency Action Plan (CCEAP), seek approval to publish it on the College website, and present an overview of the mandatory 2024-2025 Public Bodies Climate Change Duties Report (PPCCDR).
KEY RECOMMENDATIONS/ DECISIONS:	Members are asked to note: • the contents of the 2025-2026 CEAP; • the completion and progress of 2025-2026 actions; • approve the publication of the CCEAP on the college website; and • the contents of the PPCCDR
RISK	• That the College does not take appropriate action to reduce its carbon footprint. • That climate change and sustainability are not promoted and embraced within the college community.
RELEVANT STRATEGIC AIM:	• The Student Experience • People and culture development • Growth and innovation • Sustainability
SUMMARY OF REPORT:	• The CCEAP for 2025-2026 has been updated and promotes the college commitment to achieving net zero by 2040 or earlier. • Year on year the college has reduced its carbon emissions. • The actions from the 2024-2025 CCEAP have been either completed, carried forward. • Two elements from the roadmap have moved from established to leading • An action plan for 2025-2026 has been developed. • An internal sustainability and environmental audit took place by Henderson and Logia in September 2025.

1. INTRODUCTION

1.1. This paper presents an overview of the 2025-2026 CCEAP, summarises the 2024-2025 actions and highlights key points from the 2024-2025 PBCCDR.

2 UPDATE ON CCEAP PROGRESS

2.1 The CCEAP sets out the College's commitment to achieving Net Zero by 2040, or earlier by detailing plans to reduce carbon emissions and encourage sustainable behaviours. The 2025-2026 CCEAP can be found in Annex 2

2.2 The College has reduced its carbon emissions to 788 tco2e in the previous year from the baseline of 3,306 tCO2e. This will be reported in the Public Bodies Climate Change Report for 2024-2025

Reference year	Year	Year type	Scope 1	Scope 2	Scope 3	Total	Units	Comments
Baseline Year	2005/06	Academic				-	tCO$_2$e	
Year 1 carbon footprint	2006/07	Academic				-	tCO$_2$e	
Year 2 carbon footprint	2007/08	Academic				-	tCO$_2$e	
Year 3 carbon footprint	2008/09	Academic				-	tCO$_2$e	
Year 4 carbon footprint	2009/10	Academic	520.00	1,393.00	1,393.00	3,306.00	tCO$_2$e	
Year 5 carbon footprint	2010/11	Academic	520.00	1,393.00	1,393.00	3,306.00	tCO$_2$e	
Year 6 carbon footprint	2011/12	Academic	486.00	1,054.00	1,054.00	2,594.00	tCO$_2$e	
Year 7 carbon footprint	2012/13	Academic	389.00	986.00	986.00	2,361.00	tCO$_2$e	
Year 8 carbon footprint	2013/14	Academic	365.00	1,010.00	1,010.00	2,385.00	tCO$_2$e	
Year 9 carbon footprint	2014/15	Academic	387.00	1,006.00	1,006.00	2,399.00	tCO$_2$e	
Year 10 carbon footprint	2015/16	Academic	396.00	1,012.00	1,012.00	2,420.00	tCO$_2$e	
Year 11 carbon footprint	2016/17	Academic	427.00	977.00	977.00	2,381.00	tCO$_2$e	
Year 12 carbon footprint	2017/18	Academic	424.00	875.00	875.00	2,174.00	tCO$_2$e	
Year 13 carbon footprint	2018/19	Academic	324.00	762.00	762.00	1,848.00	tCO$_2$e	
Year 14 carbon footprint	2019/20	Academic	322.00	606.00	606.00	1,534.00	tCO$_2$e	
Year 15 carbon footprint	2020/21	Academic	310.00	561.00	561.00	1,432.00	tCO$_2$e	
Year 16 carbon footprint	2021/22	Academic	382.00	327.00	327.00	1,036.00	tCO$_2$e	
Year 17 carbon footprint	2022/23	Academic	344.00	374.00	184.52	902.52	tCO$_2$e	
Year 18 carbon footprint	2023/24	Academic	339.10	373.00	130.20	842.30	tCO$_2$e	
Year 19 carbon footprint	2024/25	Academic	395.00	293.72	100.00	788.72	tCO$_2$e	

2.3 Actions from the 2024-2025 CCEAP have either been completed or continuing into 2025-2026. Annex 1 details the outcome of the 2024-2025 actions.

2.4 The 2025-2026 CCEAP has been reviewed and updated using the five elements of the Climate Action Roadmap for UK FE Colleges. The five elements of the Roadmap are:
- Leadership
- Teaching and Learning
- Estates and Operations
- Partnership and Engagement
- Data Collection.

2.5 The College has undertaken a self-assessment aligned with the elements of the Roadmap, with two elements progressing from established to leading. The College aims to achieve leading across all five elements by 2027-2028, five years after the publication of the first CCEAP. The table below shows the College's assessment for 2025-2026

2.6 Table 1 South Lanarkshire College Self-Assessment 2025-26

	Emerging Colleges which are just beginning to address sustainability.	Established Colleges with an established approach to sustainability	Leading Colleges which are models to other on sustainability
Leadership and Governance			√
Teaching and Learning		√	
Estates and Operations		√	
Partnership and Engagement			√
Data Collection		√	

2.7 An action plan for 2025-2026 has been developed, and progress of which will be reported quarterly to the Senior Leadership Team (SLT) and the Finance and Resource Committee (FRC)

3   PUBLIC BODIES CLIMATE CHANGE DUTIES REPORT (PBCCDR)

3.1 The PBCCDR has been completed and ready for submission by the due date of 30th November 2025. The report reflects The College's ongoing reduction with its Carbon Footprint and captures The College Profile, Governance, Emissions, Projects, Adaptations and Procurement. (Reports)

4   ENVIRONMENTAL SUSTAINABILITY AUDIT

4.1 An environmental and sustainability audit was conducted in September 2025, with input provided by all members of the Climate Change Action Team. The College has not yet received formal feedback; however, informal feedback has been very positive, and several areas of good practice were identified

5   EQUALITIES

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

6   RISK AND ASSURANCE

6.1 The following risks have been identified:
6.1.1   that climate change actions within the College do not progress;
6.1.2   that climate change activities and behaviours are not embraced by the college community;
6.1.3   their failure to comply with planned strategies;
6.1.4   the College may not be able to support projects if additional funding cannot be sourced or available;
6.1.5   failure to comply with climate change regulations could lead to fines, legal actional and operational restrictions; and

6.1.6   failure to meet climate change targets could result in reputational damage.

7   RECOMMENDATIONS

7.1 Members are asked to:
7.1.1   note the contents of the 2025-2026 CCEAP;
7.1.2   approve the publication of the CCEAP on the college website. do not progress; and
7.1.3   note the key points of the PBCCDR

ANNEX 1

Table 2: 2023-2023 Actions Completed

CEAP Reference	Roadmap Element	Roadmap/Organisational Target	College Lead	Target Date	Progress
5	Leadership & Governance	CCEAP to be updated and agreed annually with the Senior Leadership Team (SLT), Finance and Resource Committee (FRC) and the Board of Management (BOM)	Climate Change Operational Leads (CCOL) Climate Change Action Team (CCAT)	November 2024	Complete
5	Leadership & Governance	Once agreed the CCEAP to be updated twice per year with the SLT, the FRC and the BOM.	CCOL	February 2025 May 2025	Complete
5	Leadership & Governance	Review and update Sustainability Policy	CCOL	March 2025	Complete
5	Leadership & Governance	Complete Climate Change Risk Assessment	CCOL	December 2024	Complete
5	Leadership & Governance	Continue to explore alternative sources of income and funding	CCOL CCAT	November 2024 February 2025 May 2025	Complete Alternative income streams explored. Carry forward to 2025-2026
5	Leadership & Governance	Showcase good practice throughout the college and wider community	Climate Change Operational Leads and Climate Change Action Team	November 2024 February 2025 May 2025 August 2025	Complete Good practice shared at monthly CCAT meetings

CEAP Reference	Roadmap Element	Roadmap/Organisational Target	College Lead	Target Date	Progress
5	Leadership & Governance	Embed climate change actions within the College community discussed at Curriculum and Department reviews	VP Finance, Resource & Sustainability Curriculum Managers	November 2024 February 2025 May 2025	Complete
5	Leadership & Governance	Achieve Carbon Literate Organisation Standard	CCOL	December 2024 June 2025	Opportunities to attend training were available. However, no applications were received. This will be carried forward to AY 2025-2026
5	Leadership & Governance	Carbon literacy training to be available to staff and students	CCOL CCAT	June 2025	As above
5	Leadership & Governance	Complete Leaders Climate Emergency Checklist	CCOL	December 2024 June 2025	Complete part of the overall college risk assessment.
5	Leadership & Governance	Embed sustainable behaviors through staff induction and development	HR	June 2025	Complete
5	Leadership & Governance	Review membership of Climate Change Action Team.	CCOL	August 2024	Complete

CEAP Reference	Roadmap Element	Roadmap/Organisational Target	College Lead	Target Date	Progress
6	Teaching and Learning	CCAT to include colleagues from across all curriculum areas to engage and enhance sustainable behaviours within learning and teaching	CCOL CCAT	June 2025	Complete Good practice is shard within curriculum areas by members of CCAT,
6	Teaching and Learning	Undertake a mapping exercise to identify where Sustainable Goals are embedded in the Curriculum	CCOL	February 2025 June 2025	Not complete. This will be carried forward to AY 2025-2026
7	Estates and Operations	Review the installation of Building Management System	CCOL	June 2025	Update currently being installed.
7	Estates and Operations	Complete and submit Heatworks: Building Assessment Report to Local Authority	CCOL	June 2025	Complete
7	Estates and Operations	Solar car ports incorporating battery storage and external battery wall	CCOL	Review August 2025	
7	Estates and Operations	Decarbonise building from gas to electric supplies	CCOL	Review August 2025	
7	Estates and Operations	Review system to improve waste management and recycling	CCOL	Review August 2025	Currently out to tender
7	Estates and Operations	Publish a revised estates strategy	CCOL	June 2025	A review of the college estate is planned for AY 2025-206
7	Estates and Operations	Complete the SFC Baseline Survey for the sector wide estates/infrastructure policy	CCOL	June 2025	

CEAP Reference	Roadmap Element	Roadmap/Organisational Target	College Lead	Target Date	Progress
8	Partnerships and Engagement	Renew University and Colleges Race to Zero Pledge	Climate Change Leads	December 2024	Complete
8	Partnerships and Engagement	Further develop partnerships	Climate Change Operational Leads and Climate Change Action Team	June 2025	Feb (LAMH)
9	Data Collection	Develop live data streams from generation sources to Web site	Climate Change Leads	June 2025	Carry forward to 2025-2026
9	Data Collection	Convert data information to Power BI system	Climate Change Leads	June 2025	Live data is available, this has still to be converted to Power BI

South Lanarkshire College

Annex 2

Climate Change Emergency Action Plan (CCEAP) 2025-2026

Owner: Senior Leadership Team

Date: October 2025

Version: 1.2

Document Information

Procedure Published/Created:	**March 2023**
Reviewed Date:	September 2025
Consultation held	Yes
Owner:	Wilma MacLeod James Jamieson Craig Ferguson
Approved by:	Senior Leadership Team (SLT)
Equality Impact Assessment:	📄 PDF equality-impact-ass essment CCAP.pdf
Next Review Date:	September 2026

Version History

Version Number	Date	Author	Rationale
1.0	March 2023	James Jamieson Wilma MacLeod Craig Ferguson	Creation
1.1	September 2024	Wilma MacLeod James Jamieson Craig Ferguson	Document updated
1.2	September 2025	Wilma MacLeod James Jamieson Craig Ferguson	Document updated

Quick Links

We are inclusive and diverse, and this is one of our values.

We are committed to the FREDIE principles of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.

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To find out more about our Vision, Mission and Values click **HERE**

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Table of Contents

Section 1: Foreword

South Lanarkshire College's commitment to responding to climate change has been evident for more than fifteen years. Through remodelling the campus, embedding sustainability into the curriculum, and developing our staff, we can clearly illustrate that climate change is at the forefront of all we do.

Since 2009, the College has actively reduced its carbon emissions (tco2e) from 3306 tCo2, to 788.72 tCo2e by installing a range of sustainable technologies. All three College buildings have solar panels, ground and air source heat pumps, and rainwater harvesting systems installed, with a fabric first approach including insulation and air tightness. In partnership with Dawn Homes, Scotland's first affordable, low-energy, low-carbon house suitable for mass production was built within the College campus. The learning from this innovative approach to building, informed the project team when constructing the Building Research Establishment Environment Assessment Methodology (BREEAM) "outstanding" teaching block. The College is proud that these two buildings are not only utilised as a teaching space, but also as a teaching resource to demonstrate sustainable behaviours which inspire and inform students, staff, and stakeholders.

The College is ambitious and fully supports achieving net zero emissions of all greenhouse gases by 2045 or earlier as set out by the Scottish Colleges' Statement of Commitment to the Climate Emergency. From the baseline date of 2009, the college has reduced its carbon emissions by 2518 tco2. It is envisaged that the College will continue to reduce year on year by 100 tco2. South Lanarkshire College centres its Climate Emergency Action Plan around the five elements of the "Climate Action Roadmap for UK FE Colleges."

Implementing and overseeing this plan will inspire the College to continuously invest and allocate resources, using the savings from the year-on year decreased energy usage to create new curriculum, generate additional partnerships and ensure the sustained the longevity of the buildings. The result of which will be a college that serves its local and regional communities and makes a positive contribution to a greener, cleaner, and brighter Scotland for all.

Section 2: Executive Summary

Targets have been set by The Scottish Government to reduce Scotland's emissions of all greenhouse gasses by 2045. These plans and targets are set out in the Climate Change: Net Zero Nation. About Net Zero | Net Zero Nation. The Public Sector Leadership on the Global Climate Emergency document, Public sector leadership on the global climate emergency: guidance - gov.scot (www.gov.scot) published by the Scottish Government provides guidance to assist Public Sector Leaders on achieving net-zero.

This Climate Change Emergency Action Plan (CCEAP) details South Lanarkshire College's commitment to achieving net-zero emissions by 2040 and reducing its carbon emissions by 100 tC02 year on year to achieve an interim target of 242 tCO2 by 2030 by addressing the implications of climate change, promoting sustainable behaviours within the College community as well as to industry partners and stakeholders. The planned actions to achieve net-zero contained within the document will be updated annually by the Sustainability Leads. Since the baseline year of 2009/2010 South Lanarkshire College has been highly successful and consistent in reducing its emissions despite the growth of the College footprint.

The graphs below show that the College has taken the necessary steps to reduce its Electricity, Gas and Water consumption, and the charts below demonstrate the progress the College has made over a three-year period, 2022-2025 as the snapshot of the last 3 years demonstrates.
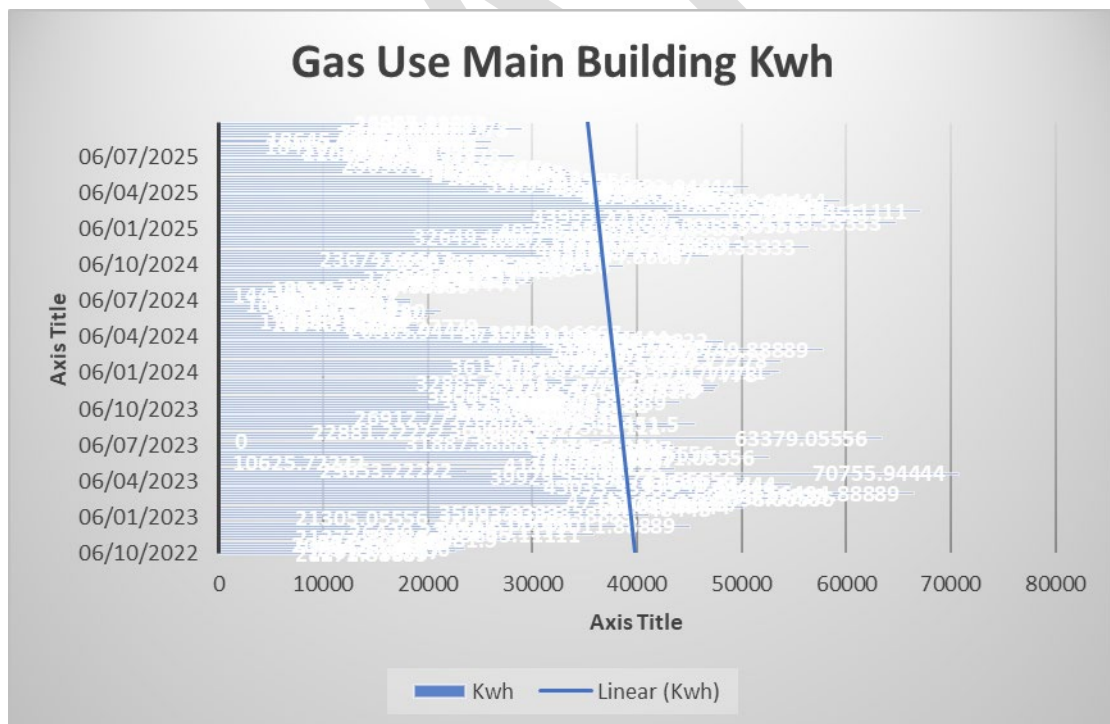
Chart 1: Electricity Usage
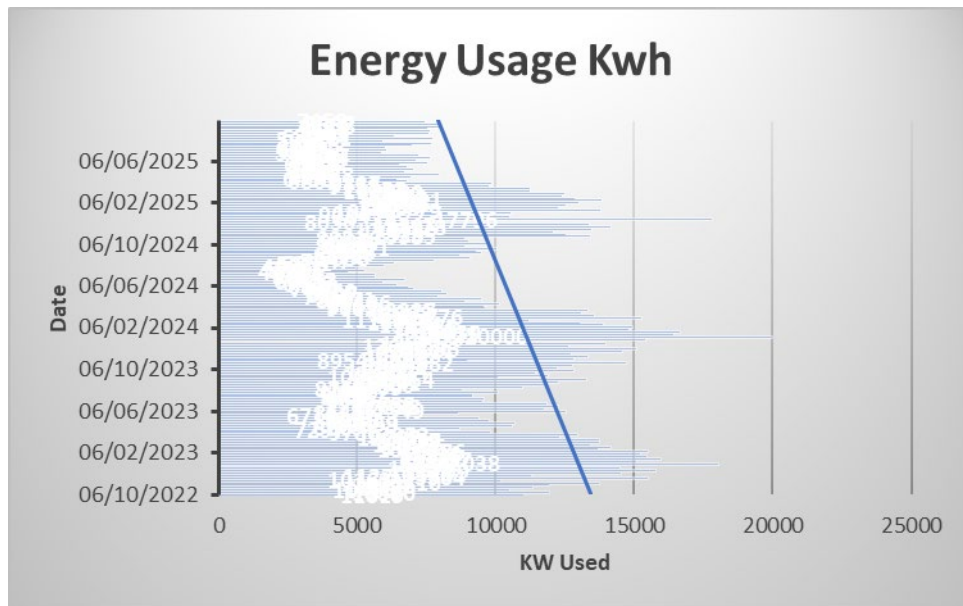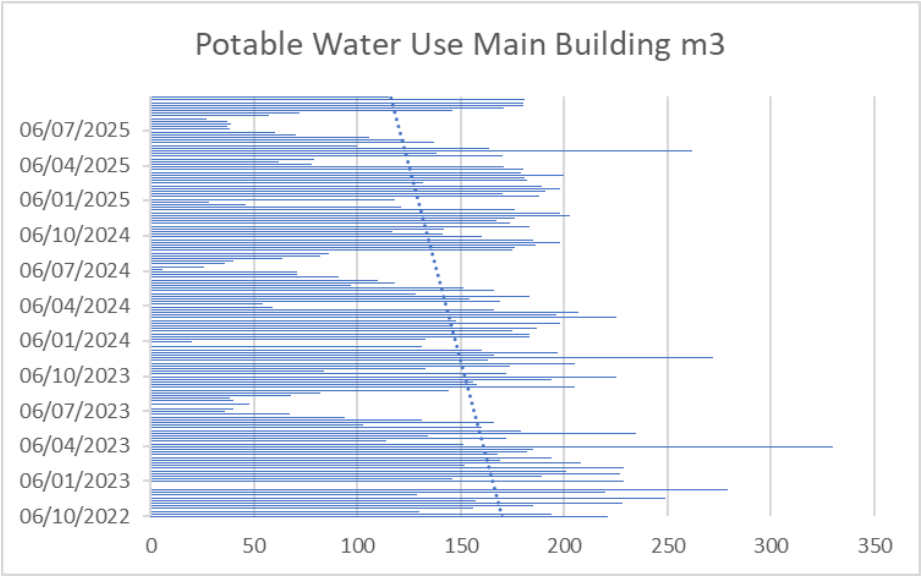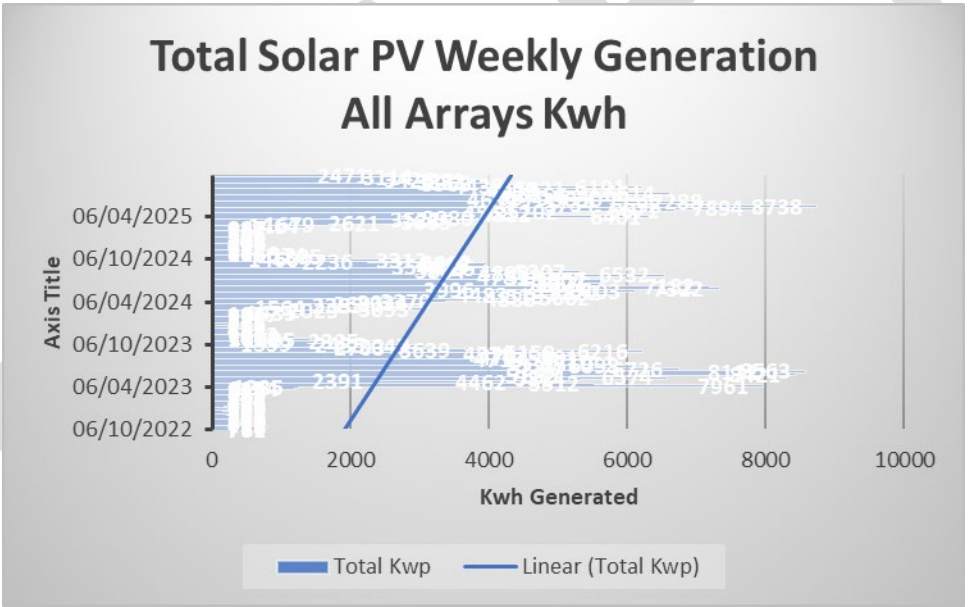

Chart 2: Gas Usage

Chart 3: Water Usage

Chart 4: Electrical Generation Solar PV

Section 3: The Further and Higher Education Roadmap

In collaboration with The Climate Commission and the management consultancy Nous Group, a Climate Action of UK FE Colleges Roadmap has been developed. This Roadmap provides clear actions and guidance on how colleges can promote sustainability and respond to the climate emergency. South Lanarkshire College has used this Roadmap to assess its current standing and to assist in the development of a strategy to net-zero.

The five elements of this Roadmap are:

- Leadership and Governance

- Teaching and Learning
- Estates and Operations
- Partnership and Engagement
- Data Collection

Section 4: The Journey to Net-Zero

South Lanarkshire College will use the five elements of the Climate Action Roadmap for UK FE Colleges to develop the objectives and targets outlined in this CCEAP. The detail of these elements is set out below.

- Leadership and Governance: To provide a leadership and governance framework to ensure that the strategic aims and objectives of the college are implemented.
- Teaching and Learning: To promote and raise awareness that teaching and learning provides students and staff with the knowledge and understanding to achieve sustainable future.
- Estates and Operations: To establish base lines, against which targets can be set and measure the impact of the college's estate-based activities.
- Partnerships and Engagements: To develop long term partnerships to share the challenges and opportunities associated with achieving the net-zero targets.

- Data Collection: To gain and have a clearer understanding of the carbon outputs of the college. This will allow the College to utilise the information to make changes on its journey to net zero.

The table below sets out the College's assessment against the five elements of the roadmap and it is the ambition of the College to be "leading" in all five elements within five years. Through the process of self-assessment, the College has advanced from the established to the leading category in the Partnership and Engagement element.

Table 1: South Lanarkshire College Self-Assessment

Element	Emerging Colleges which are just beginning to address sustainability.	Established Colleges with an established approach to sustainability.	Leading Colleges which are models to others on sustainability.
Leadership and Governance		√	
Teaching and Learning			√
Estates and Operations		√	
Partnership and Engagement			√
Data Collection		√	

Section 5: Leadership and Governance

Where are we now?

A system for climate change governance exists within the College, and the strategic priorities, approved by the South Lanarkshire Board of Management (BOM), set out "Sustainable Behaviours" as a key ambition.   A cohesive approach to sustainability

is delivered through The Climate Change Action Team (CCAT) which consists of representatives from college management, the Student Association, college departments, and curriculum areas. This group meets monthly to monitor progress, implement initiatives and promote climate change behaviours throughout the college. The Climate Change Operational Leads report on the progress of outcomes quarterly to the College Senior Leadership Team, and this progress is reported quarterly to the Board of Management through the Finance and Resources Committee.

Where do we want to be?

Table 2 sets out South Lanarkshire College's targets and progress to date against these targets.

Table 2: Leadership and Governance Roadmap/Organisational Targets

Action	Target Date	Progress
CCEAP to be updated and agreed annually with the BOM	November 2025	
Once agreed SLT and Finance and Resource Committee to be updated four times per year on the progress of the CCEAP and CCAT	August 2025 November 2025 February 2026 May 2026	
Review and update the College Sustainability Policy	March 2026	
Continue to explore alternative sources of income and funding opportunities through establishing which funding streams would support the College's climate change ambitions	June 2026	
Showcase good practice throughout the college and wider community	June 2026	
Embed climate change actions within the College community ensuring it is a key performance indicator and discussed at curriculum and departmental progress reviews	June 2026	
Achieve Carbon Literate Organisation Standard	March 2026	
Embed sustainable behaviours in staff induction and development.	June 2026	
Review membership of CCAT annually	November 2025	

Integrate actions across curriculum and departmental teams to promote climate change awareness and sustainability.	June 2026	

Section 6 Teaching and Learning

Where are we now?

The College recognises that it has a valuable role to play in fostering awareness of climate change and sustainable behaviours to the College community, the wider local community, stakeholders, and partners. The College has identified that there is an increasing number of students enrolling in the College who are aware of the impact of climate change and the need to improve sustainable behaviours.

The college has been at the forefront of changes within the curriculum to embed qualifications that prepare learners for the future skills required to meet key Government targets, in line with The Climate Emergency Skills Action Plan (CESAP)

The College not only realises it has a responsibility to capture this enthusiasm and to provide teaching and learning opportunities to students, and stakeholders, but proactively provides this together with development opportunities for staff.

Where do we want to be?

Table 3: Teaching and Learning Roadmap/Organisational Targets

Action	Target Date	Progress
Carbon literacy training to be available to staff and students	June 2026	
CCAT to include colleagues from across all curriculum areas to engage and enhance sustainable behaviours within learning and teaching.	November 2025	
Undertake a mapping exercise to identify where Sustainable Development Goals (SDGs) are embedded into the curriculum	June 2026	

Section 7: Estates and Operations

Where are we now?

The College was constructed in 2008 and delivers a range further and higher education courses to approximately 4,000 students. The building has an Energy Performance Certificate (EPC).

In 2009, the College launched a low carbon house project with over 53 partner companies to construct the first affordable low-energy low-carbon house for the mass market. The house would also help combat fuel poverty. This property achieved an A+ EPC with all technologies including solar photovoltaics (PV), solar thermal, ground source heat pump, rainwater harvesting and much more. Fabric was the key ingredient within the build to minimise heat loss and maximise heat input. This work received accolades and was the subject of Scottish parliamentary motions. It catalysed change in the construction curriculum and is now embedded in other parts of the curriculum too.

As the College has grown, and required more space, it embarked on a similar project on a commercial scale. In 2016 the College opened the first Building Research Establishment Environmental Assessment Method (BREEAM) outstanding build in the UK.

Both projects received the Green Gown Award from the Alliance for Sustainability Leadership in Education (EAUC). The two additional standalone builds generate power through solar PV and heat by ground source heat pumps, exporting any additional energy to the national grid.

Over the last eight years, the main building of the college has been adapted to incorporate 220Kwp solar PV systems, air source and ground source heat pumps within the construction wing.

Where do we want to be?

Table 4: Estates and Operations Roadmap/Organisational Targets

Action	Target Date	Progress
Install Building Management System	June 2026	
Publish a revised estates strategy	February 2026	
Install solar car ports incorporating battery storage and battery walls.	June 2027	
Decarbonise the building from gas to electric supplies	June 2027	
Install system to improve waste management and recycling.	June 2027	

The College will benefit from technology adaptions to help meet the proposed net zero timeframe. These include:

- Decarbonisation of Gas Boilers
- Removal of stored Hot Water
- Solar car ports with battery storage
- Additional heat pumps to take over 100% heat provision
- Battery wall storage
- Water conservation via taps, cisterns etc
- Airtightness of building
- Mechanical Ventilation with Heat Recovery
- Upgrade central building management system (BMS)

Section 8: Partnerships and Engagement

Where are we now?

The College recognises that collaborative working with industry and professional partners and key stakeholders is essential to achieving net-zero targets. It is proud that this partnership engagement will ensure the most effective outcomes for students and the community which it serves. The Senior Leadership Team is committed to working collaboratively with current partners whilst seeking opportunities to develop further partnerships which promote sustainability activities, raise awareness of the impact of climate change and share the benefits of the

circular green economy. The College benefits from hosting key events with external partners which include:

- The Energy Skills Partnerships (ESP)
- STEM
- Scottish and Northern Ireland Plumbing Employers Federation (SNIPEF)
- Energy Saving Trust (EST)
- National House Building Conference (NHBC) Conference
- Mobile Heat Pump Training and Assessment Facility
- Cycling Scotland
- Whitelees Wind Farm
- (EAUC)
- Marine Conservation Society
- CLIC

In addition, several curriculum areas work with industry and professional partners who are extremely valuable enriching the students' learning experience such as Built Environment Smarter Transition (BE-ST)

Table 5: Partnership and Engagement: Roadmap and Organisational Targets

Action	Target Date	Progress
Further develop partnerships with industry and other key stakeholders to promote and develop the climate change ambitions of the College	June 2026	
Renew University and Colleges Race to Zero Pledge	December 2025	

Section 9: Data Collection

Where are we now?

College staff collect weekly data from various sources to paint a picture of utilities used against consumption. This information is passed to the Principalship to present to the Finance and Resources Committee on a quarterly basis to showcase the need for capital investment and savings and included in the annual Public Body Climate Change Report (PBCCR) The following charts demonstrate the data presented.

Chart 4: Main Building Energy Generated v Used Update charts yearly

Campus Kwh Used Against Generation

■ Kwh Used   ■ Kwh Gen   ■ Offset Kwh
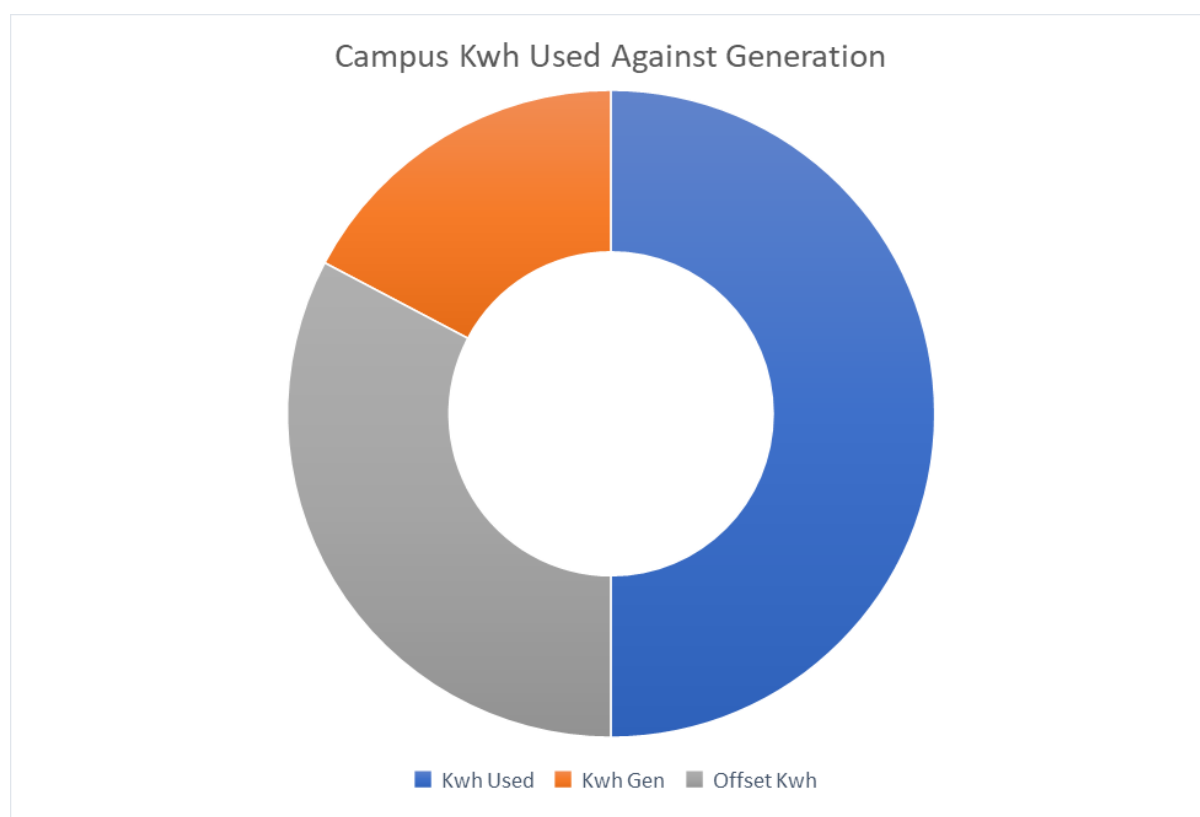
Table 5: Data Collection Roadmap and Organisational Targets

Action	Target Date	Progress
Develop Live data streams from generation sources to website	June 2026	
Data conversion uploaded to Power BI	June 2026	

Section 10: Equality and Diversity

There are no matters for people with protected characteristics which arises from this plan.

Section 11: Risks

The College is committed to implementing and achieving the targets outlined in this plan; however, potential risks have been identified within this document.

Table 7: Risks

Risk	Mitigation
Climate Change Actions within the College do not progress	A college wide CCAT has been established to monitor the actions contained within this plan
Climate change activities and behaviours are not embraced by the college community	Promote the benefits of climate change through the CCAT, Student Association, and partners
Failure to comply with planned and long-term strategies	Operational Climate Change Leads meet regularly to lead others to progress climate change within the College
The College may not be able to support projects if additional funding cannot be sourced or available.	Funding applications are submitted.
Failure to comply with climate change regulations could lead to fines, legal actions and operational restrictions.	Climate change data and statistics are included in financial statements and the annual Public Body Climate Change Report (PBCCR).
Failure to meet climate change targets could result in reputational damage with both suppliers and students	Procurement is carried out with a strong focus on sustainability, and the Student Association actively supports climate change initiatives.

Table 8: Action Plan September 2025 to August 2026

Activity	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	March 2026	April 2026	May 2026	June 2026	Aug. 2026
Leadership and Governance												
CEAP to be updated and agreed annually with the BOM				▓								
SLT and Finance and Resource Committee to be updated three times per year	▓			▓			▓			▓		
Review and update Sustainability Policy								▓				
Continue to explore alternative sources of income and funding	▓			▓			▓			▓		
Showcase good practice throughout the College community	▓			▓			▓			▓		▓
Embed climate change actions within the College community ensuring it is a key performance indicator and discussed at progress reviews	▓			▓				▓			▓	

South Lanarkshire College

Activity	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	March 2026	April 2026	March 2026	June 2026	Aug. 2026
Achieve Carbon Literate Organisation Standard								▓				
Embed sustainable behaviours throughout staff induction and development											▓	
Review membership Climate Change Action Team				▓								
Integrate actions across curriculum and departmental teams to promote climate change awareness and sustainable behaviours											▓	
Carbon literacy training to be available to staff and students.					▓	▓	▓	▓	▓	▓	▓	
Teaching and Learning												
CCAT to include colleagues from across all curriculum areas to engage and enhance sustainable behaviours			▓	▓	▓	▓						

Activity	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	March 2026	April 2026	March 2026	June 2026	Aug. 2026
within learning and teaching.			🟩	🟩	🟩	🟩						
Undertake a mapping exercise to identify where Sustainable Goals are embedded in the curriculum							🟩				🟩	
Estates and Operations												
Instal Building Management System											🟩	
Review solar car ports incorporating battery storage and battery walls (external)												🟩
Decarbonise the building from gas to electricity												🟩
Review system to improve waste management and recycling												🟩
Publish a revised estates strategy											🟩	
Complete the SFC Baseline Survey for the											🟩	

Activity	Aug. 2025	Sept. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	March 2026	April 2026	March 2026	June 2026	Aug. 2026
sector wide estates/infrastructure policy											██	
Partnerships												
Renew University and Colleges Race to Net Zero Pledge					██						██	
Further develop partnerships with key stakeholders.											██	
Data Collection												
Develop live data streams from generation sources to website											██	
Data conversion uploaded to Power BI											██	

FINANCE AND RESOURCES COMMITTEE

DATE	2 December 2025
TITLE OF REPORT	Fees Policy 2025-26
REFERENCE	08.4
AUTHOR AND CONTACT DETAILS	Elaine McKechnie Elaine.mckechnie@slc.ac.uk
PURPOSE:	To advise Members of the College's Fee Policy for 2025/26 and the seek retrospective approval for the proposed Fee rates for 2025/26.
KEY RECOMMENDATIONS/ DECISIONS:	Members are asked to: • advise of any observations or concerns that they would also like to be addressed prior to the formal publication of this Policy; and • note and approve the content of the Tuition Fee Policy for 2025/26, including the proposed fee rates for 2025/26 in appendix A.
RISK	The absence of a Fee Policy puts the College at: • Risk of failure to comply with regulatory requirements to properly account for public funds; • Risk of failure to safeguard assets in the form of income; • Risk of failure to properly inform students and businesses of fee structures and procedures in place at the College, potentially risking student recruitment and retention and • Risk of inaccurate financial reporting.
RELEVANT STRATEGIC AIM:	• The Student Experience • Sustainability

SUMMARY OF REPORT:	• The Tuition Fee Policy is a necessary source of information for all College stakeholders.
	• The Tuition Fee Policy covers the following main areas:
	    Fee Setting
	    Fee Structure
	    Fee Status and Determination
	    Funding
	    Fee Payment and Collection
	    Method of Fee Payment
	    Fee Refunds
	    Fee Complaints
	• The Tuition Fee Policy is revised annually by the Head and Depute Head of Finance, with inputs from the Senior Leadership Team prior to Board approval.

	• The committee are advised that a draft Fee Waiver Policy for 2025-26 has also been brough to the Committee.

1   INTRODUCTION

1.1. This paper provides an overview of the proposed Tuition Fee Policy for 2025-26.

2   BACKGROUND

2.1 A Tuition Fees Policy is a necessary source of College fee information for all stakeholders; from students to businesses and staff. The absence of a Fee Policy can create confusion and inconsistency over procedures to be followed.

2.2 The Tuition Fee Policy takes account of both the needs of the student and the College's need to ensure collection of tuition fees and other fees in an efficient and timely manner.

3   DISCUSSION

3.1 The College has not recently published an update of its formal Tuition Fee Policy to support its annual operations, and owing to the continued financial pressures facing the College and the requirement to protect College funds, the Finance Team has sought to rectify this by setting out the following key elements within a Policy:

> 3.1.1   Fee Setting
> 3.1.2   Fee Structure
> 3.1.3   Fee Status and Determination
> 3.1.4   Funding
> 3.1.5   Fee Payment and Collection
> 3.1.6   Method of Fee Payment
> 3.1.7   Fee Refunds
> 3.1.8   Fee Complaints

3.2 Pertinent points from within the Fee Policy include:

> 3.2.1   Fee Setting: The Depute Head of Finance will initiate the formal review of Fee rates through the Head of Finance, with the Senior Leadership Team formally reviewing it prior to Board approval.
> 3.2.2   Fee Structure: Outside of fees that are advised by Scottish Funding Council, SAAS and other government agencies, the Business Innovation team, in conjunction with Curriculum Management, has discretion to set prices for other activity based on a robust course costing mechanism currently in use. Commercial, full cost courses are expected to realise a minimum contribution of 30%.
> 3.2.3   Fee Status and Determination: Tuition fees are charged at rates depending on student residency, nationality and immigration status.
> 3.2.4   Funding: The Policy recognises the continued withdrawal of Individual Training Accounts (ITAs), in line with 2024/25. The Policy also acknowledges the 20% staff discount for staff undertaking courses.
> 3.2.5   Fee Payment and Collection: The Policy acknowledges the widespread use of PayPal in collecting fees prior to the start date of a course.
> 3.2.6   Method of Fee Payment: The Policy acknowledges the reduced incidence of cheque payment, with cash/credit/debit card being more prominent. The Policy sets out the College's process for initiating proceedings with a debt recovery agency.

3.2.7 Fee Refunds: Refunds will apply when the College has withdrawn a course from its curriculum offering. In general, refunds will not apply when a student decides to leave a course although will be granted at manager's discretion should circumstances be out with the student's control.

3.2.8 Fee Complaints: The Policy includes a section for Fee Complaints in recognition of the College's recently updated Complaints Handling Procedures.

4   RESOURCE IMPLICATIONS

4.1 As acknowledged above, the Tuition Fee Policy is relevant to all staff, students and wider stakeholder groups. The Vice Principal – Finance, Resources & Sustainability is ultimately responsible for ensuring the publication and communication of the Tuition Fee Policy following its approval by the Board each year.

5   EQUALITIES

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

6   RISK AND ASSURANCE

6.1 The absence of a Tuition Fee Policy puts the College at:

6.1.1 Risk of failure to comply with regulatory requirements to properly account for public funds;

6.1.2 Risk of failure to safeguard assets in the form of income;

6.1.3 Risk of failure to properly inform students and businesses of fee structures and procedures in place at the College, potentially risking student recruitment and retention; and

6.1.4 Risk of inaccurate financial reporting.

7   RECOMMENDATIONS

7.1 Members are asked to:

7.1.1 advise of any observations or concerns that they would also like to be addressed prior to the formal publication of this Policy; and

7.1.2 note and approve the content of the Tuition Fee Policy for 2025/26, including the proposed fee rates for 2025/26 in appendix A.

FEES
POLICY 2025-26

Version Number: 2.0

Document Information

Procedure Published/Created:	May 2024
Reviewed Date:	July 2025
Owner:	Finance
Approved by:	Senior Leadership Team May 2024 Board of Management May 2024
Equality Impact Assessment:	May 2024
Next Review Date:	May 2026

Version History

Version Number	Date	Author	Rationale
1	May 2024	Finance	Fee Policy
2	July 2025	Finance	Update to Fee Policy for 2025-26 session

Quick Links

We are inclusive and diverse, and this is one of our values.

We are committed to the FREDIE principles of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.

To find out more about FREDIE click **HERE**
To find out more about our Vision, Mission and Values click **HERE**

Need help with accessibility? Click **HERE** to view our accessibility pages.

Introduction

This document details South Lanarkshire College's policy on fees and the methodology for setting fees.

All fees are payable in advance unless:

• Funded by the Student Awards Agency for Scotland (SAAS);

• Funded by Student Funding for National Certificate (NC) courses (England, Northern Ireland and Wales); or

• The Student is eligible for Fee Waiver.

The student is responsible for the payment and/or provides documentation in support of any funding they may be eligible for.

Equality Statement

In line with our Equality, Inclusion and Diversity policy, The College is committed to providing equal opportunities to ensure its students, staff, customers and visitors are treated equally regardless of gender reassignment, race, religion or belief; disability; age; marriage and civil partnerships; pregnancy and maternity; sexual orientation; sex.

TABLE OF CONTENTS

1. Purpose

The purpose of this policy is to set out College's approach to fee setting, determination of student fee status, concessionary fees, international fees, payment plans and refunds of fees.

2. Scope

A Tuition Fee is the price charged by the College, to a Student, in exchange for a place on a course of study. This policy covers Further Education (FE) and Higher Education (HE) fees.

The College must ensure that the policy for fees, including refunds, represents fair and reasonable consideration towards students and at the same time protects the College from financial loss.

The section on refunds does not apply to fees paid by SAAS, as these refunds are covered under SAAS specific terms and conditions.

3. Fees

- Fee Setting

   The College will set fees annually taking account of inflation, Scottish Funding Council (SFC) and the Student Awards Agency for Scotland (SAA) fee rates, anticipated demand and other business imperatives.

   Utilising guidance from the relevant bodies, the Head of Finance will set the fees for review and approval by the Senior Leadership Team. When setting fees, the College shall have the flexibility to declare any course not eligible for a fee waiver.

   Curriculum and Alternative Funding staff are able to cost courses directly using the College course costing form. However all fees established through each costing exercise must be approved by the Head of Finance prior to any submission of bids or commencement of new curriculum programmes.

   The Fee table for 2025-26 is attached in Appendix A.

- Fee Structure

   The College fees structure is based on the notional fee levels indicated by the Scottish Government and Scottish Funding Council (SFC). The College will also take consideration of inflation, anticipated demand and other business imperatives.

The Alternative Funding team, in conjunction with Curriculum Management, has discretion to set prices for these types of activity based on a robust course costing mechanism currently in use. Normally, this activity will not contribute to the College funded teaching activity target but will be expected to generate a minimum contribution of 30% to the overhead costs of the College.

The College reserves the right to levy additional fees or charges for particular programmes of study which incur proportionally higher costs for materials, study trips or additional property charges.

The fee table for 2025-26 is attached in Appendix A.

- Fee Status and Determination

Tuition fees are charged at rates depending on student residency, nationality and immigration status. Determination of status is complex but students can check this by accessing the Scottish Government, Student Information Scotland (SIS) Portal at https://www.studentinformation.gov.scot along with a whole range of information for students on funding and finance.

Students will be charged fees based on status classifications with the following broad definitions:

Scottish (Home Rate)	Student who have been resident in Scotland for more than 1 year
Rest of UK (RUK)	Student whose main residence is in England, Wales or Northern Ireland
EU Settled/Pre-settled (EU)	Students who have applied to the UK Gov Home Office and been given a rght to remain in the UK
International	Students who are resident in all other countries

The Home Rate is set by Scottish Funding Council (SFC) unlike the Rest of UK and International fee, which will be set by the College.

To qualify for home student status a potential student must meet the eligibility criteria given in the Education (Access Funds) (Scotland) Determination 2013. The College checks eligibility through the Student Enrolment form and the Fee Waiver Application form. Potential students who do not meet the residency criteria will be asked to finance their own study at the overseas rate.

The Education (Fees) (Scotland) Regulations 2011 applies to HE level fees (HNC and above). These regulations were designed to allow FE and HE institutions to charge fees to students from within the UK but out with Scotland (Rest of UK Students). The College will therefore charge such students a higher fee rate as such activity will not contribute to the student activity target.

- Funding

  There are some funding criteria whereby a student may be eligible to have their fees covered in full or partially by external funding. These are summarised below:

  Student Support Funding: Students studying full time NC equivalent courses may apply to have their fees funded by the College if they meet the eligibility criteria.

  Fee Waiver: The SFC published a National Fee Waiver Policy annually. This provides the basis on which colleges are required to waive fees for certain groups of learners. Please refer to the Fee Waiver Policy 2025/26 for eligibility criteria and the supporting documentation required as set out in SFC guidelines.

  SAAS: This is only available to full time HN/BA courses and the student must apply to SAAS. Note that funding will only be granted once at each level of study. If a student withdraws from a course after 1 December, he/she may not be eligible for future SAAS funding as the funds from the first application are then non-refundable. In these circumstances, students are advised to contact SAAS directly for help and assistance.

  Part Time Fee Grant (PTFG): The student must apply to SAAS. Further information can be found here: https://www.saas.gov.uk/part-time. This may be available for some part time courses that meet the criteria. The maximum credits being achieved cannot exceed 14 (119 SCQF credits) in a single academic year.

Employer/Sponsor: A letter is required from the employer/sponsor on headed paper accepting liability for all fees for the student. The invoice will be processed and sent to the employer instead of the student.

Self financing: If a student or course is not eligible for any of the above funding, the student will be liable for all fees. Payment by instalments may be available. (See section 3.4)

International Students: Funding is provided for Scottish-domiciled or 'home fee' students, refugees and asylum seekers who have been properly enrolled, and whose learning is being supported and individual educational requirements are being met by the college. For international students with no funding, all fees must be paid in full prior to enrolment on the course. International students will not be permitted to pay their fees by instalments.

Funds will not be transferred from one year to next should a student decide to change courses during the year.

It should be noted that Individual Training Account (ITA) funding has been fully withdrawn for 2025/26.

A 20% staff discount is also available to any member of staff who undertakes a course at the College.

- Fee Payment and Collection

There are some funding criteria whereby a student may be eligible to have their fees covered in full or partially.

For self-financing students, fees are normally payable on enrolment via Paypal or other means (see 3.5) and students are normally expected to pay the full fee for any programme of study prior to the commencement of the programme.

In certain circumstances payment by instalment may be agreed by the College. Students should contact Finance @ studentfees@slc.ac.uk to set up an instalment plan.

The College also reserves the right to vary instalment methods and demand outstanding payments in full should circumstances dictate. Payment plans must be arranged within 2 weeks of the start date of the course. Students who subsequently withdraw or discontinue their

studies are required to honour their agreed payment plan until their tuition fee balance is cleared.

Commercial and evening class fees will normally be paid for in advance of enrolment.

- Method of Fee Payment

  The College will accept the following:
  - cash,
  - credit/debit card;
  - Paypal; or
  - Cheques (less common).

The College will also invoice a sponsor where a student can provide a letter at enrolment indicating who will take responsibility for the fee and to whom the invoice should be sent.

However, in the event that the sponsor does not make payment in respect of tuition fees, the student will be personally liable for payment.

Where fees are not paid in accordance with this policy, the College will send a series of 2 reminder letters, failing which, the College reserves the right to initiate debt recovery action.

The College also reserves the right to withdraw a student from a class and/or to withhold Certificates and results for non-payment of fees by the end of the academic session.

Any student with tuition fees outstanding from a previous year will not be permitted to enrol or start studies for a subsequent year until the outstanding balance has been cleared or an arrangement to pay has been made. Any outstanding balance would have to be paid within 3 months of the new session starting. Failure to do so will result in the student being suspended until the matter is resolved via a payment being made.

- Fee Refunds

  The refund of fees is granted where either:

  a) the College cancels the course; or

  b) a student withdraws from a course before the start, or within 3 weeks of commencement of the programme.

The College recognises that student circumstances can change and an initially selected programme may no longer be appropriate. However, it should be noted that a refund will not apply where a student has been advised by the Faculty that the programme of study is unlikely to be achievable and they have proceeded to enrol against the advice of the Faculty.

Refunds will not normally be offered in respect of evening class or commercial provision.

Course refunds will be paid by bank or Paypal transfer, mirroring the same payment method as the original payment received by the College. Refunds will only be repaid to the person or company who made the initial payment.

Any fee refund that does not fit with any of the aforementioned scenarios mentioned will be given at the discretion of the Curriculum Manager, in conjunction with the Associate Principal, for that area.

The following staff have delegated authority to approve the refund of fees:

  • Vice Principal – Finance, Resources & Sustainability
  • Vice Principal – Learning, Teaching & The Student Experience
  • Head of Curriculum
  • Head of Finance

The College reserves the right to deduct a £40 administration fee in respect of any refund that is processed. Additionally, any refunded amount will first be offset against any outstanding debt owed by the student for items such a laptops, library fines and bursary overpayments before the balance is refunded.

- Fee Complaints

In the event that a student/business disputes a fee that is payable or a decision that has been made regarding a refund, the individual must follow the College's internal complaints procedure, details of which are available on the College sharepoint: Complaints Handling A Guide for Staff.docx (sharepoint.com) . This procedure is guided by the The Scottish Public Services Ombudsman Act 2002, which provides the legislative basis for the Scottish Public Services Ombudsman (SPSO) to publish The Model Complaints Handling Procedures (MCHPs) for all public bodies under the SPSO's jurisdiction, including Further Education https://www.spso.org.uk/the-model-complaints-handling-procedures.

Payment of fees must be maintained pending the outcome of the complaint. Any decision to waive or refund fees will be actioned as soon as is practicable after completion of the complaints process.

4. Responsibilities

All staff with a remit to provide advice to students and prospective students have a responsibility for the issue of proper guidance under this Policy.

All enquiries regarding the application of this Policy can in the first instance be directed to the Head of Finance.

5. Appendix A : Fee Table 2025-26

TYPE OF FEE	Session 2025/26 Charge incl. SQA element		Memo only 2024/25
SOUTH LANARKSHIRE COLLEGE - FEES AND CHARGES 2025/26			
FULL TIME			
Full time advanced	£ 1,285.00		£ 1,285.00
Full time - non advanced	£ 1,008.00		£ 1,008.00
OVERSEAS			
Overseas - Pre Masters (one year)	£ 6,500.00		£ 6,500.00
Overseas - HND Intensive (one year)	£ 6,500.00		£ 6,500.00
Overseas - HND (two year) Year 1	£ 6,500.00		£ 6,500.00
Year 2	£ 6,500.00		£ 6,500.00
Overseas - HNC	£ 6,500.00		£ 6,500.00
Overseas - Non advanced	£ 6,500.00		£ 6,500.00
Overseas - Summer school	TBC		TBC
Overseas - indiv. HN credits	£ 395.00		£ 395.00
MANAGING AGENTS per hour	£ -	incl. of SQA element *	£ -
Courses costed on hourly rate rather than by Credit			
Hourly rate: vocational	£ 3.30	incl. of SQA element *	£ 3.20
Hourly rate: non-vocational	£ 5.30	incl. of SQA element *	£ 5.20
CITB - refer to CITB contract			
SNIPEF - refer to SNIPEF contract			
ESOL Courses - cost per credit (1/12)	£ 85.00		£ 85.00
HIGHER GRADE / NATIONAL 5			
Tuition and exam fee	£ 440.00		£ 440.00
EVENING CLASSES			
Vocational - NQ	£ 125.00		£ 122.00
Non vocational / leisure class			
~ now costed as commercial courses			
Notes: Some classes may have additional charges for consumable materials			
Per single HN credit when not			
part of a group award	£ 125.00		£ 122.00
HN credit as part of group award	£ 125.00		£ 122.00
Group Award Fee	£ 40.00		£ 40.00
Miscellaneous course fees & charges			
Tuition support			
Per lecturing hour	£ 80.13		£ 77.00
Commercial courses, where the College does not receive credits			
Refer to Full Cost Recovery (FCR) Course Costing Form			

FINANCE & RESOURCE COMMITTEE

DATE	2 December 2025
TITLE OF REPORT	Fee Waiver Policy 2025-26
REFERENCE	08.5
AUTHOR AND CONTACT DETAILS	Elaine McKechnie, Vice Principal Finance, Resources and Sustainability Elaine.McKechnie@slc.ac.uk
PURPOSE:	To request members to approve the Fee Waiver 2025-26 Policy.
KEY RECOMMENDATIONS/ DECISIONS:	Members are recommended to: • Approve the Fee Waiver 2025-26 Policy • Remit the policy to the Board for approval
EQUALITIES	• There are no adverse implications for equalities identified within the attached report.
RISK	• That the College does not have up to date policies in place to safeguard the organisation and ensure the proper use of public funds.
RELEVANT STRATEGIC AIM:	• Successful Students • Highest Quality Education and Support • Sustainable Behaviours
SUMMARY OF REPORT:	• The report sets out the key contents of the Fee Waiver 2025-26 Policy, describing the categories of students for which College may apply a fee waiver. It is issued from the Scottish Funding Council in Academic Year (AY) 2025-26. • The Committee is asked to note that there are no material changes in respect of Fee Waiver Policy 2025-26.

1. INTRODUCTION

1.1 The purpose of this paper is to provide an overview of the College's Fee Waiver Policy for 2025-26 in line with the policy issued from the Scottish Funding Council (SFC) for 2025-26.

2. THE POLICY

2.1 Describes the categories of students for which fee waiver may be applied.

2.2 The Policy covers the following sections:

- Policy Changes
- Tuition Fee Rate
- Eligible Students
- Part-Time Students
- Students on short full-time courses
- Residency
- Other Conditions
- Full-time Advanced (HE) Fees
- Programs which span Academic Years
- Veterans Scheme
- Forces Personnel

2.3 The full time Higher Education (HE) fee rate for Higher National/Sub-degree courses_ is set by Scottish Government and remains at £1,285. The Further Education (FE) full-time and part-time tuition fee rates remain at £1,008.

2.4 All other key components of the Fee Waiver Policy remain unchanged from 2024-25.

3 SCOPE

3.1 The policy is set in the context of internal controls at the College and clearly articulates the conditions that must be met to best support student funding. It highlights the broad extent of the responsibility for control with staff who determine the appropriateness of a fee waiver in each individual student's circumstances.

3.2 While it covers all level and categories of persons working at the College, it is anticipated that the Policy will impact most on curriculum areas, student support services and finance departments.

4 EQUALITIES

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

5 RISK AND ASSURANCES

5.1 That the College does not have up to date policies in place to safeguard the organisation and ensure the proper use of public funds

6   RECOMMENDATIONS

6.1 Members are recommended to:

6.1.1   approve the Fee Waiver 2025-26 Policy;

6.1.2   and remit the policy to the Board for approval.

PART-TIME FEE WAIVER POLICY 2025-26

For Students

Version Number: July 2025

Table of Contents

Introduction

1. This document describes the categories of students for which South Lanarkshire College may apply a part-time fee waiver.

How to apply

2. **Where the course is eligible for fee waiver**, students wishing to apply to have their fees waived**, must indicate their fee waiver status on their application at the time of online enrolment,** and **provide satisfactory proof of eligibility**.

Exclusions

3. Please note that fee waivers or discounted fees **cannot** be used for resits and other additional costs relating to the course (e.g. exam fees, external fees etc.)

Maximum Fee Waiver

4. The SFC Fee Waiver Policy states that a student can only claim the equivalent of one full-time fee waiver per academic year.

    Students taking two or more part-time courses will be eligible for the equivalent value to a maximum of one full-time fee waiver. The maximum amounts claimable for each student will be:

    • The FE fee (£1,008 in AY 2025-26) for students taking FE courses.
    • The FE fee (£1,008 in AY 2025-26) for students taking a mix of FE and part-time HE courses.
    • The HE fee (£1,285 in AY 2025-26) for students taking part-time HE courses - **fee waivers should not be claimed for full-time HE courses, as these are funded through Student Awards Agency Scotland (SAAS)**.

    If in any doubt, please contact a member of the Finance team.

Part-time students – Fee Waiver Criteria

5. The following information shall form the Part-time student Fee Waiver Policy for AY 25-26. Part-time students should satisfy the criteria below. The benefits and tax credits referred to relate to the UK benefit and tax credit system only:

i.   The student or the student's family are in receipt of:
- Income Support.
- Working Tax Credit.
- Pensions Credit.
- Income-based Job Seekers Allowance.
- Income-related Employment and Support Allowance.
- Housing Benefit.
- Universal Credit.

ii. Or the student is in receipt of:
- Carer's Allowance - This includes carers who have an 'underlying entitlement' to the Carer's Allowance but gave up the allowance to, for example, claim their pension.
- Carer's Allowance Supplement.
- Young Carer's Grant.
- Carer's Support Payment.
- Disability Living Allowance.
- Attendance Allowance.
- Incapacity Benefit.
- Personal Independence Payment.
- Adult Disability Payment.
- Contributory Employment and Support Allowance (this also includes people whose contributory ESA has ended due to the time-limited nature of this benefit, but who remain entitled to NI credits for incapacity).

iii. The taxable income of the student's family in the previous financial tax year is equivalent to or lower than the threshold below:
a. Households with only one person: £10,400.
b. Households consisting of a couple without children: £18,000.
c. Households with only one person and dependent children: £21,600.
d. Households consisting of a couple with dependent children: £29,100
e. Where there has been a material reduction in income from the previous financial tax year, the taxable income of the student's family in the current financial tax year can be assessed.

iv. Or the student is a person (or the spouse or child of a person) who is an asylum seeker living in Scotland as defined in section 18 of the **Nationality, Immigration and Asylum Act 2002**.

v.   Or the student is Care-Experienced. This is defined as looked after and in the care of the Local Authority and can include situations where the student is living in a foster home, children's home, residential home, in kinship care or in the care of the Local Authority in their own home or in informal kinship care with Local Authority involvement.

Other Conditions

6. The burden of proof is on the student to satisfy South Lanarkshire College with evidence of the eligibility of their status.

    The following official documents will be accepted as valid proof of fee waiver evidence. This evidence must show the address of the student, the type of benefit and be relevant to the category of fee waiver for which you are claiming.

    Letter from:
    *   Department for Work & Pensions
    *   Job Centre Plus
    *   HM Revenue & Customs
    *   P60 2024/25
    *   SAAS Award letter
    *   Local Authority Letter
    *   Home Office Documentation

    Please note that the benefits and tax credits referred to relate to the UK benefit and tax credit system only.

    Fee Waiver claims for academic year 2025/26 must be applied for at the time of on-line enrolment. Evidence of benefits must be provided. Claims submitted after may not be accepted and students will be invoiced for any fees due.

7. There is no upper or lower age limit on a student's eligibility for a fee waiver.

South Lanarkshire College
East Kilbride

FINANCE AND RESOURCES COMMITTEE

DATE	02 December 2025
TITLE OF REPORT	CLIC Innovation Centre for Sustainable Development (CSD) funded by Innovate UK Further Education Innovation Fund: An Update
REFERENCE	08.6
AUTHOR AND CONTACT DETAILS	Elise Bonini – Depute Head of Business Innovation Elise.bonini@slc.ac.uk
PURPOSE:	To update the Committee on the progress of CLIC Innovate UK project
KEY RECOMMENDATIONS/ DECISIONS:	The Committee is recommended to: • review contents of the paper; • take assurance from the work ongoing within Business Innovation including implementation of Accelerator Programmes, the Innovation Hub, and collaborative projects such as Scottish Educational Exchange Programme (SEEP); • recognise the significant impact of this project on future initiatives and possible funding opportunities for the College; and • acknowledge the potential leverage the project represents in the college transformation agenda and its forthcoming Strategy 2025-2030.
RISK	• The financial risk to the College through failure to maximise potential available funding because of poor uptake with local businesses, and • Reputational risk to the College through failure to support and progress initiatives with local businesses.
RELEVANT STRATEGIC AIM:	• The Student Experience • People and Culture Development • Growth and Innovation • Sustainability
SUMMARY OF REPORT:	• The UKRI CLIC project entered Phase 2 on 1st April 2025 and will continue for 12 months to 31st March 2026. • The Business Innovation team have prepared a high-level plan for 2025-26, which is in place and being implemented up to March 2026. • The College, as lead partner, has successfully secured £35,000 from the Scottish Educational Exchange Programme (SEEP) Test and Learn Year 3 on behalf of the CLIC consortium, demonstrating the breadth of potential for greater innovation and income growth. The project will be delivered in Spring 2026 in partnership with the University of Strathclyde.

1   INTRODUCTION

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

2   CLIC INNOVATE UK

2.1 The Glasgow City Region colleges secured another £1.2M to consolidate their now established network of 6 innovation centres across the region. South Lanarkshire College is the Local Innovation Centre for Sustainable Development and is engaging with relevant business support networks. Funding is in place until 31 March 2026 and the College stands to recognise £195k of funding through its delivery of the programme across 2025-26.

3   ACTIVITY TO DATE (PHASE 2 TO 31 MARCH 2026)

3.1 The rebranded Business Innovation Team continue to lead and oversee all associated project work within this programme.

3.2 **Business Innovation** – Phase 1 was heavily reliant on curriculum support for delivery of the project. For phase 2, the College is exploring other means of project delivery that are less time-intensive on Curriculum staff and is looking to other partners who may be willing to support delivery.

3.2.1   The College is seeking to enhance its digital offering (under the banner of sustainability) through the recruitment of a temporary developer who can provide practical assistance to businesses.

3.2.2   The College has also engaged with Business Gateway and Clyde Gateway recently in a bid to form fruitful partnerships that will enhance support on offer to local businesses through attendance at clinics, for example, whereby Business Innovation can support Businesses with signposting to training or other means of support.

3.2.3   The College has also become a member of the Glasgow Chamber of Commerce which will enable more networking opportunities to expand the College's outreach in the Glasgow City Region (GCR).

3.3 **Innovation Hub** – In keeping with the theme of the 'Entrepreneurial Campus', the College has launched the CLIC-Innovators Challenge Grant 2025/26, providing a £40k fund to support staff in developing mini-innovation projects across the College. This will operate through an internal bid process, with staff submitting business cases to a panel for review and a decision on financial support to follow thereafter. Further information on this initiative will be shared as the process progresses. Applications are now being received and will be assessed in the coming weeks.

3.4 **Accelerator Programmes** – There is recognition that local businesses may require support with green technologies and sustainability. The College has therefore commenced a series of Accelerator Programmes to enhance skill sets in these highly sought-after government priority areas. Many local SMEs and larger organisations require practical support to adopt sustainable practices, recognising that sustainable development includes environmental, social and economic dimensions, not solely green energy. The College is exploring programmes aligned to the following themes: Circular Economy Skills, Carbon Literacy and Climate Awareness, Skills for a Future Workforce, and Community and Social Impact Development.

3.5 The College recognises the importance of having staff with the relevant skills, knowledge and understanding to support the project. This year and following the rebrand of the team the College will continue to build staff capacity and capabilities to provide more comprehensive support for businesses in an innovation context.

4 FINANCE

4.1 The College recently submitted its claim for the second period of funding from Jul – Sept 2025 of £18,991, bringing the total Phase 2 claim to £53,981. Claims continue to be monitored and audited by an external firm across 2025-26 to ensure compliance with the terms and conditions of grant.

5 COLLABORATIVE OPPORTUNITIES FOR OTHER FUNDING STREAMS

5.1 The College would like to highlight an added collaborative opportunity that has presented to the CLIC consortium in the Greater Glasgow region.

5.2 Led by South Lanarkshire College, the six colleges of the Glasgow City Region, which form the Colleges Local Innovation Centres (CLIC) network, have secured £35,000 from the Scottish Educational Exchange Programme, (SEEP), to deliver a new project in Spring 2026 in partnership with the University of Strathclyde.

5.3 Building on their collaboration the initiative will see key staff visit five European innovation districts to share knowledge and explore best practice in digital innovation, enterprise skills, and capacity building. Lessons learned will inform how Scotland's college sector can play a distinct role in creating local innovation hubs, supporting SMEs, and shaping a curricular framework to strengthen innovation and entrepreneurship skills among young people, while laying the groundwork for deeper European collaboration in the years ahead.

6 EQUALITIES

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

7 RISK AND ASSURANCE

7.1 The following risks have been identified for Phase 2.

7.1.1   The College must ensure that the project is appropriately staffed. We are confident that with a new structure and the experience of the new Vice Principal the project will deliver on its targets and expand to be embedded in all college activities.

7.1.2   The financial risk to the College through failure to maximise potential available funding because of poor uptake with local businesses.

7.1.3   Reputational risk to the College through failure to support and progress initiatives with local businesses.

7.2 The CLIC team will continue to publicise and organise events to support with the full delivery of the programme. The College commits to a timely response in relation to audit

queries received on claims submitted so as not to delay any forthcoming payment of funding.

8   RECOMMENDATIONS

8.1 Members are recommended to:

8.1.1   Review contents of the paper.

8.1.2   Take assurance from the work ongoing within Business Innovation, including implementation of Accelerator Programmes, the Innovation Hub, and collaborative projects such as SEEP.

8.1.3   Recognise the significant impact of these initiatives on future projects and potential funding opportunities for the College.

8.1.4   Acknowledge the potential leverage the project represents within the College transformation agenda and its forthcoming Strategy 2025-2030.

FINANCE & RESOURCES COMMITTEE

DATE	2 December 2025
TITLE OF REPORT	Scottish Funding Council (SFC) Financial Sustainability Reports: [Financial Sustainability of Colleges in Scotland 2022-23 to 2027-28](#) and [Financial Sustainability of Universities in Scotland 2022-23 to 2026-27](#)
REFERENCE	08.8
AUTHOR AND CONTACT DETAILS	Elaine McKechnie, Vice Principal – Finance, Resources & Sustainability Elaine.McKechnie@slc.ac.uk
PURPOSE:	To inform the Committee of recent publications from the SFC in respect of Financial Sustainability in the tertiary education sector.
KEY RECOMMENDATIONS/ DECISIONS:	The Committee is asked to note: • The contents of the report; and • The ongoing financial challenges facing the tertiary education sector in Scotland.
RISK	The main risks are to • **Going concern** – In the absence of longer term and appropriate levels of funding, there is a risk that the College will not be able to sustain itself. • **Reputation** – In failing to successfully work within financial budgets and mitigate reductions in core funding grants through income diversification, Colleges and Universities face reputational risk.
RELEVANT STRATEGIC AIM:	• The Student Experience • People and Culture Development • Growth and Innovation • Sustainability
SUMMARY OF REPORT:	[Financial Sustainability of Colleges in Scotland 2022-23 to 2027-28](#) Key points: • The report, issued in September 2025, outlines the financial challenges facing the college sector in Scotland. • The report highlights that many colleges are at risk of becoming unsustainable, with 9 colleges reporting an adjusted operating deficit in 2023/24 compared to 21 colleges in 2022/23. • A total of 17 colleges (68%), of which South Lanarkshire College is one, expect to report adjusted operating deficits in 2024/25, increasing to 22 colleges (92%) in 2025/26 before reducing to 21 colleges (88%) in 2026/27 and 20 colleges (83%) in 2027/28. • Significant staff reductions of 667 FTEs are projected over the forecast period (6.6% of FTE staff employed in the sector).

	- Staff reductions are expected to be achieved through a combination of vacancy management, voluntary severance schemes and compulsory redundancy. Colleges have highlighted this could compromise their ability to deliver a range of high quality and diverse education services during a period of fundamental restructuring. - The sector reported an aggregate cash balance of £130.5 million at the end of 2023/24 but cash reserves are forecast to deteriorate to £35.1 million by the end of 2025/26 and a negative position of £46.2 million by the end of 2027/28. - There is an imminent risk of some colleges becoming insolvent by the end of 2025/26. While no college reported a cash deficit at the end of 2023/24, four colleges are forecasting a cash deficit by the end 2025/26, increasing to 12 colleges by the end of 2027/28. Financial Sustainability of Universities in Scotland 2022-23 to 2026-27 Key points: - The report, also issued in September 2025, also outlines similar financial challenges facing the University sector in Scotland. - This report excludes the 2023-24 actual and 2024-25 to 2026-27 forecast figures for University of Dundee as these were not available at the time of writing. - The sector reported an underlying operating surplus of £17.2m for 2023-24 which represents a significant deterioration on the 2022-23 result (£210.8m surplus) mainly due to increased staff and other operating costs set against flat income. The sector is forecasting an underlying operating surplus of £51.5m for AY 2024-25 with the improvement on 2023-24 due to an increase in international student tuition fee income and other income. - The sector cash position is forecast to reduce from £1,682m at the end of July 2024 to £1,511m at the end of 2026-27 and borrowing in the sector is also likely to increase. - The report notes that Universities must not place sole reliance on income from international students, owing to changing UK Policy on VISA and immigrations. - Where previously a more lucrative income source for universities, unanticipated public spending cuts in teaching and/or research income will place significant added pressure on universities to remain financially sustainable.