Item 12
For Noting

GLASGOW KELVIN COLLEGE

FINANCE & RESOURCES COMMITTEE – 30 NOVEMBER 2021

CAPITAL AND SUSTAINABILITY UPDATE

REPORT BY DIRECTOR OF CORPORATE SERVICES

1. Introduction

The purpose of this report is to provide an update to members in relation to Estates Capital Expenditure for 2021/22 and environmental/sustainability matters.

2. Capital Planning/Expenditure for 2021/22

Allocations as follows:

College/Region	FY 2021-22 capital allocation for lifecycle maintenance based on share of volume target	FY 2021-22 capital allocation based on gross high priority backlog maintenance	Total capital funding based on lifecycle & high priority backlog maintenance (college estate survey) for FY 2021-22
	£	£	**£**
City of Glasgow College	1,257,634	-	**1,257,634**
Glasgow Clyde College	884,623	1,940,000	**2,824,623**
Glasgow Kelvin College	569,743	499,000	**1,068,743**
Glasgow	**2,712,000**	**2,439,000**	**5,151,000**
Percentage of National Allocation	22.17%	14.21%	**17.52%**
Scotland	**12,230,000**	**17,170,000**	**29,400,000**

This report provides details of projects completed in relation to the capital allocation of £499,000. The deadline for this spend is 31 March 2022 and work is still currently ongoing. Funds received have been allocated to essential items in line with the College Sector Estates Condition Survey document produced by Gardiner & Theobald on behalf of the SFC. The list of projects and progress, which is routinely submitted to GCRB, in relation to these funds is provided in **Appendix 1** attached.

The College has been able to invest in its Estates with funding made available from the Scottish Funding Council/Glasgow Colleges Regional Board. A wide range of projects have been completed, particularly in relation to backlog maintenance matters, to improve and refresh the College Estate and its learning environments. Recent investment has improved the overall quality of all campuses and it is hoped that ongoing and sustainable levels of funding will continue to be made available to further support the programme of estates development and maintenance.

Some photographs of recent work undertaken across the College estate are shown in **Appendix 2**. The photographs include the aforementioned capital funds and also other estates monies used.

3. Public Sector Climate Change Duties Report

The annual regulatory return has been extended this year to include further environmental reporting. This return will be made by the deadline of 30 November 2021 and is being worked on at the time of writing this report.

Glasgow Kelvin College is committed to minimising the negative impact its activities have on the environment. In session 2015/16 the College prepared its first Climate Change Action Plan (CCAP) and reported on its environmental performance from session 2014/15 onwards as part of the Scottish Government Public Bodies Climate Change Duties Reporting. The College is fully compliant with the reporting requirements specified in the Climate Change (Scotland) Act 2009. It now has several years of carbon emissions data.

The College can report that annual carbon emissions have continued to reduce and, for academic year 2020/21, have reduced to 1,420 tonnes tCO2e which is a further 3% reduction in comparison with previous years. However, this year, the Public Sector Climate Change Duties Report now includes two new emission categories i.e. grid electricity (transmission and distribution loss) and home working (due to the COVID-19 pandemic); the inclusion of these two additional and new emission categories results in a total of 1,591 tonnes tCO2e which equates to a circa 10% increase. It is unclear if other public sector organisations will report these two new categories in their annual reduction figures or otherwise.

Finance and Resource Committee members will receive sight of the full Public Bodies Climate Change Duties Report at their next meeting in February 2022. The College will publish this report on its website as per previous years, ensuring that the College complies in full with the requirements of the Climate Change (Scotland) Act 2009 including the reporting requirements.

4. Environmental Sustainability Manager – Funding Application to Glasgow Kelvin Learning Foundation - SCIO

<u>Background</u>

The College previously appointed an Environmental Officer who was highly successful in post, created numerous community links, worked well with the Students Association, achieved Green Gown Award success and also managed to attract over £80k worth of environmental funding. Unfortunately, this individual left in April 2019 and the post within the College has not been filled due to funding constraints.

The Director of Corporate Services made a bid for funding to the Glasgow Colleges Regional Board (GCRB) in November 2019 for a regional Environmental Manager post and this bid was successful. Unfortunately, the COVID-19 pandemic then occurred, and the post was put on hold until March 2021 when a suitably qualified person was appointed. However, this person was only in post for a matter of weeks and then left to take up another post elsewhere. GCRB changed the requirements of the role to that of a Project Manager (Environment and Sustainability). The former GCRB Communications Manager has been appointed to this role.

Need for an Environmental Sustainability Manager Post within Glasgow Kelvin College

To continue with our ambitions and secure available and appropriate funding streams, it is important that the College has its own Environmental Sustainability Manager rather than rely on a shared GCRB resource, as this person's focus cannot be directed, and their remit has changed to more of a project management role.

As regulatory requirements increase exponentially, the drive to reduce carbon intensifies and the funding opportunities appear, the College requires urgently to appoint its own professional to direct and drive forward environmental and sustainability matters in the best interests of the College. It would be intended that the environmental profile of the College would further be raised with this appointment.

An application for funding for an Environmental Sustainability Manager was submitted to the Glasgow Kelvin Learning Foundation – SCIO. The funds requested were for £120,000 to support the appointment of an Environmental Sustainability Manager on a permanent, full-time basis (35 hours per week). The funding would support the first two years and the College secure funding for this post thereafter. The application submitted is attached as **Appendix 3.**

This application was accepted by the SCIO Trustees and the work is now underway to recruit a permanent postholder.

5. Water Saving

Automatic Meter Reader (AMR) units have been installed by our utility providers Anglian Water and Business Stream to our water supplies at each campus and are assisting in improving our water efficiency by cutting down water waste and identifying any issues with the supply at an early stage.

The College has secured funding from several key partners to develop its commitment to operating in an environmentally sustainable way. A short survey conducted two years ago by Anglian Water highlighted a number of areas within our Springburn Campus that required attention that would, in turn, improve water usage across the Campus. The survey sought to identify those areas where water management might be improved. Some examples included improving water usage in toilets, dripping taps, inefficient radiators, adjusting urinal automatic flushing timings, poor kitchen practice etc. The short survey in one campus has led to an annual saving of £13,000 per year. A £7,000 grant has been secured from a fund managed by Business Stream which will enable them to conduct audits across our four campuses which will lead to further improvements in water management and additional cost savings over the College estate.

6. COP26

COP26 took place from 31 October to 12 November 2021 and involved 140 World Leaders and an estimated 25,000 delegates, as well as climate activists.

Glasgow Kelvin College fully participated in COP26 with a series of pop-up Climate Cafes at our Springburn Campus. The events were hosted by The Climate Reality Project. The cafés at our Springburn Campus provided an opportunity for meaningful discussion and included Climate Reality Leaders and external contributors, in person and virtually, from around the world.

In conjunction with The Climate Reality Project the College hosted an event on 9 November 2021 entitled “Achieving Climate Justice – Community Leadership” in the lecture theatre at the Springburn Campus. This half day event included Climate Scientists, Politicians and members of the Climate Reality Team. This was a major event featuring some of the world’s most eminent scientists and influencers. In addition, renowned director and cinematographer, Ali Tabrizi, presented his astonishing documentary - Seaspiracy - and led a 'fireside chat' during the event.

The event was organised by Shooka Bidarian, broadcaster and environmentalist and recent recipient of the Green Ring Award ,who led the discussion on behalf of the Climate Reality Project. The partly in-person event included eminent invited speakers from all over the globe, some engaging virtually, to present and debate Climate Justice and the differential impact of global warming and climate change.

The invited audience included Glasgow Kelvin College students, local elected members, staff and pupils from several of the College’s partner schools in the community who posed some complex and probing questions to the panel of environmental experts including Professor Katharine Hayhoe - Texas Tech University, Professor Mark Maslin - University College London (UCL) and Professor Amir AghaKouchak - University of California.

7. Green Gown Awards Outcome

On 18 November 2021, the Green Gown Award Ceremony was held on-line, however, the College did not receive any further award for the East End Garden initiative under the banner of Student Engagement. The winners were as follows:

Student Engagement

WINNER	University of St Andrews - The Third Generation Project
HIGHLY COMMENDED	Nottingham Trent University - Gamifying climate action for mass engagement
HIGHLY COMMENDED	University of Oxford - Oxford Climate Society

Although it was very disappointing for the College not to receive further recognition for its work to develop the East End Community Garden, to get through to the finalist stage of the Green Gown Awards is an achievement in its own right.

The garden itself is a wonderful addition to the College and will enhance the student/community experience for decades to come.

8. Resource Implications

As reported previously, progressing estates/capital projects has presented significant challenges particularly during the current pandemic, coupled with the implications of Brexit on supplies/demands which has resulted in severe time pressures. However, despite these ongoing challenges, work is on schedule and it is expected that the deadlines set by GCRB will be met.

To assist with environmental matters and to enable the College to access the various funding opportunities available the College will now make their own appointment in the environmental arena with a suitably qualified individual as aforementioned in Point 4.

9. Equalities

There are no equality implications arising as a consequence of this report.

10. Risk and Assurance

This report seeks to provide members with assurance that the College is meeting its regulatory requirements in terms of sustainability reporting and that it is using funds received in relation to capital works appropriately and in the required timescales.

The appointment of an Environmental Sustainability Manager will greatly assist the College in ensuring that funding opportunities will not be missed and that carbon targets will be achieved.

11. Data Protection

There are no data protection implications arising as a consequence of this report.

12. Recommendations

It is recommended that members:

i) note the content of this report and its appendices.

13. Further Information

Further information can be obtained from Lisa Clark, Director of Corporate Services - lisaclark@glasgowkelvin.ac.uk

Lisa Clark
Glasgow Kelvin College
November 2021

Appendix 1

Estates Capital Projects - AY - 21/2022 (High Priority Backlog Maintenance)

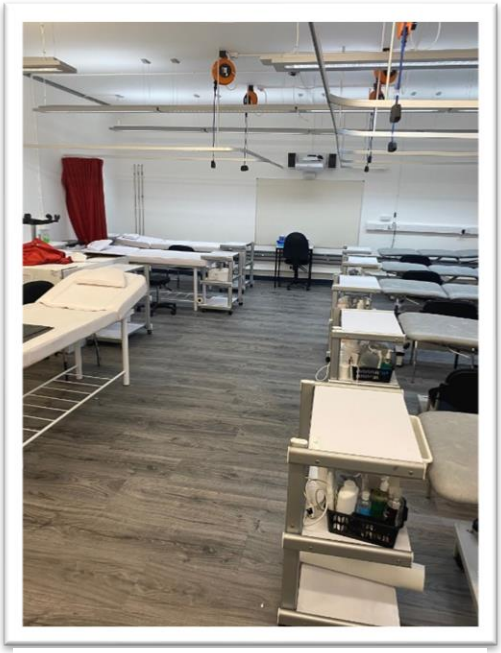
Glasgow Kelvin College					
Project	**Description**	**Status**	**Initial Budget (£'000)**	**Revised Forecast (£'000)**	**Expenditure to Date (£'000)**
Multi-Campus					
Roof maintenance (East End and Springburn)	Essential maintenance of roof structure to make buildings wind and watertight. Work to repair water damage caused by ingress prior to repair.		30		2
Backlog maintenance	Fire door replacement (Easterhouse and Springburn) and repairs and refurbishment of anti-slip vinyl in construction area (East End).		41		6
Furniture replacement (Easterhouse and East End)	Essential replacement of old/broken classroom desks and chairs.	Underway (further delivery awaited)	60		43
Springburn					
Urgent repairs of equipment related to College heating and ventilation services.	Includes replacement of malfunctioning and broken air handling units, refurbishment of ventilation insulation panels and two domestic boiler replacements.		318		149
Other					
Project management			50		20
Total			**499**		**220**

Appendix 2

Photos from the College Estate including Capital Works
(The photographs include capital funds and also other estates monies used)

Springburn Campus – conversion & refurbishment of rooms 217/217a Beauty Salons

Room 217a - refurbished existing Salon



Room 217a - refurbished existing Salon

Conversion of room 217 to Beauty Salon

Conversion of room 217 to Beauty Salon

Springburn Campus – Completion of new shed in Support for Learning Garden

Double door for accessibility

Completed shed

East End Campus – Completion of MG03 – Mac Lab

MG03 - Mac Lab

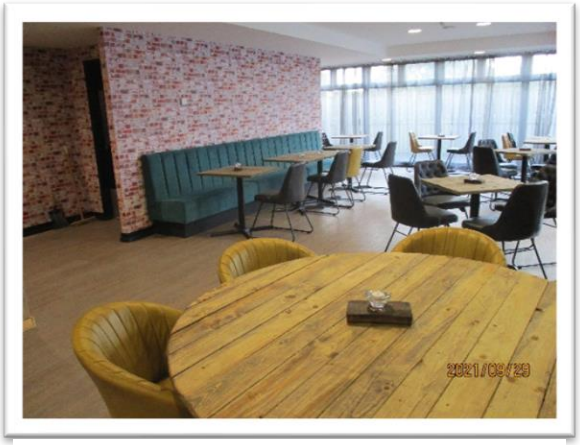
MG03 - Mac Lab

East End Campus – Completion of MG20 – Nail Bar

MG20 - Nail Bar - Stations

MG20 - Back Wash Sinks

East End Campus – Rowan Training Restaurant – Refurbishment



Rowan - New Furniture and Layout

Rowan - New Bar Area

East End Campus – New Signage

Information Pole 1

Information Pole 2

New Directional Signage

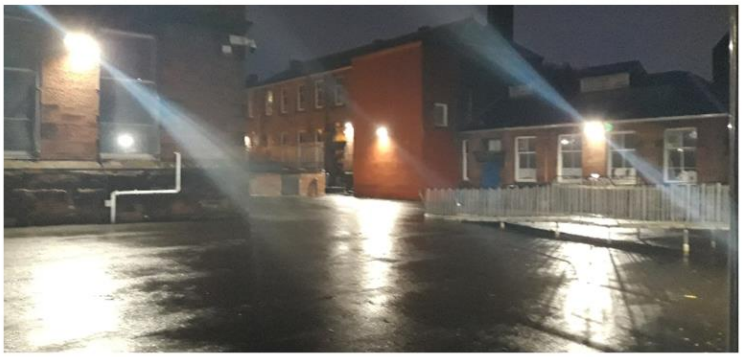
East End Campus – Community Garden – Accessible Paths Completed

Concrete Paths from Top of Garden

Concrete Paths by Tyre Wall

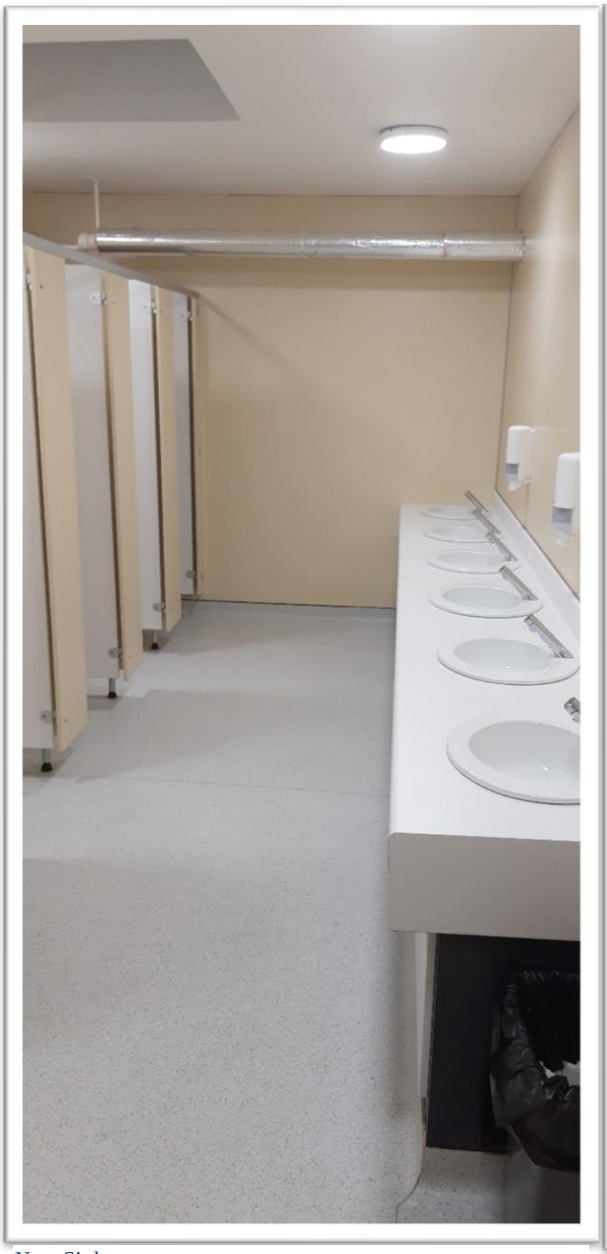
West End Campus – Upgraded External Lighting

Upgraded Lighting at Staff Cabin



View of Campus Buildings and Lighting from Staff Cabin

West End Campus – Completed Toilet Refurbishment



New Sinks

New fittings, decor, and flooring

Appendix 3

Item 04
For Approval

GLASGOW KELVIN LEARNING FOUNDATION – SCIO

APPLICATION FOR FINANCIAL SUPPORT FOR THE APPOINTMENT OF A COLLEGE ENVIRONMENTAL SUSTAINABILITY MANAGER

MEETING: 11 NOVEMBER 2021

REPORT BY VICE PRINCIPAL OPERATIONS

1. Introduction

Trustees are being asked to consider an application from Glasgow Kelvin College for financial support to enable the appointment of a permanent, full-time Environmental Sustainability Manager.

2. Environment and Sustainability within the College

Background

The College previously appointed an Environmental Officer who was highly successful in post, created numerous community links, worked well with the Students Association, achieved green Gown Award success and also managed to attract over £80k worth of environmental funding. Unfortunately, this individual left in April 2019 and the post within the College has not been filled due to funding constraints.

The Director of Corporate Services made a bid for funding to the Glasgow Colleges Regional Board (GCRB) in November 2019 for a regional Environmental Manager post and this bid was successful. Unfortunately, the COVID-19 pandemic then occurred, and the post was put on hold until March 2021 when a suitably qualified person was appointed. However, this person was only in post for a matter of weeks and then left to take up another post elsewhere. GCRB changed the requirements of the role to that of a Project Manager (Environment and Sustainability). The former GCRB Communications Manager has been appointed to this role.

Environmental Goals

Glasgow Kelvin College is committed to delivering on the UN Sustainable Development Goals and Environmental Sustainability and has signed up to this pledge. It recognises the role it can play in contributing to making the world a better place for future generations through both managing its own impact on the environment and, more importantly, ensuring that the College has a positive impact on the behaviour and attitudes of its students and others it engages with throughout their lives and careers.

The College is striving to contribute towards the Scottish Government targets of reducing emissions to net zero by 2030. Some examples of the work already completed under environment and sustainability include:

- sector leading reductions in our carbon footprint;
- establishment of our own on-campus waste compactor and recycling facility;
- replacement of our ageing fleet of diesel vans with pollution-free electric vehicles;
- development of an award winning Velocity Cycle Hub at Springburn aimed at encouraging outdoor and cycling activities;
- replacement of all light bulbs across the four campuses with energy efficient LEDs;

- planting of a community orchard at Springburn; transformation of waste ground at East End Campus into a Community Garden; and
- establishment of an energy-efficient building management system.

The College is proud that its efforts have been recognised nationally as a Green Gown Award winner and, internationally, as being Highly Commended at the Green Gown Award ceremony in New York in 2019. Our 2021 entry, featuring our East End Community Garden project, is a Green Gown Award finalist.

The Scottish Colleges' Statement of Commitment on the Climate Emergency, which has been produced by College Development Network's College Climate Emergency Expert Group, in partnership with Colleges Scotland and Energy Skills Partnership (ESP), highlights how college staff and students are working together to achieve a more sustainable future for Scotland.

After the Scottish Government declared a Climate Emergency in 2019, Scotland's colleges and their boards responded individually by addressing a range of environmental issues.

With Scotland currently hosting the COP26 UN Climate Change Conference in Glasgow, colleges have come together to establish and commit to delivering 10 key actions, with the aim of speeding up efforts to achieve net zero greenhouse gas emissions.

The College is in the process of launching Green Kelvin, a key strategic priority for the next five years. The establishment of a Green Academy is at the heart of this, with sustainability embedded within education and future focus on renewable jobs and the Scottish Government's "Just Transition", aligned with Skills Development Scotland's Climate Skills Action Plan 2020-25.

3. Need for an Environmental Sustainability Manager Post within Glasgow Kelvin College

To continue with our ambitions and secure available and appropriate funding streams, it is important that the College has its own Environmental Manager rather than rely on a shared GCRB resource, as this person's focus cannot be directed and their remit has changed to more of a project management role.

As regulatory requirements increase exponentially, the drive to reduce carbon intensifies and the funding opportunities appear, the College requires urgently to appoint its own professional to direct and drive forward environmental and sustainability matters in the best interests of the College. It would be intended that the environmental profile of the College would further be raised with this appointment.

A detailed job description for an Environmental Sustainability Manager is attached as **Appendix 1**.

4. Resource Implications

The funds requested are £120,000 to support the appointment of Environmental Sustainability Manager on a permanent, full-time basis (35 hours per week). The funding would support the first two years and the College would fund this post thereafter.

5. Risk

There is no risk to the Glasgow Kelvin Learning Foundation SCIO in supporting this project.

6. Equality

There are no equality issues arising from this report.

7. Recommendations

Trustees are recommended to:

i) note the contents of this report and appendix;
ii) advise the Clerk to the SCIO if the application is awarded in whole, in part or declined and ask the Clerk to progress matters accordingly with Trustee signatures.

8. Further Information

Members can obtain further information on the contents of this report from Jeanette Evans, Vice Principal Operations at JEvans@glasgowkelvin.ac.uk

J Evans
November 2021

Job Description

1. JOB IDENTIFICATION

Post Title: Environmental Sustainability Manager	
Responsible to (Post Title): Director of Corporate Services	
Last Update: October 2021	Version Number: FINAL

2. PRINCIPAL JOB PURPOSE

This post is required to deliver a number of tasks and responsibilities across Glasgow Kelvin College in relation to Green Kelvin including: managing various projects in the environmental/sustainability arena across the College - working closely with the Estates Senior Staff, Lecturing Staff, Procurement and the Student Association; assisting with the development of material for use within each course, where applicable, on environmental matters/sustainable development for the student population; working with other colleges on shared/collaborative projects including working with a variety of staff across the sector, finding out about sources of funding streams available and endeavouring to secure these, attending meetings/conferences and events and assisting with the work required to complete the mandatory annual Public Bodies Climate Change Duties Report.

3. MAIN DUTIES & RESPONSIBILITIES

The main activities of the post to be undertaken by the post holder would be:

- Co-ordinate and drive forward the College's Green Kelvin strategic priority, inspiring and informing staff, student and stakeholders to effect positive change;
- Work with lecturing staff and the Digital Team to develop teaching material to raise awareness of the climate change arena amongst the student population of the College;
- Work with teaching staff to embed sustainability into the curriculum;
- Work with personnel including the Organisational Development Lead and Wellbeing and Engagement Lead to raise staff awareness and educate staff in environmental change;
- Assist in the development of an adaptation plan and climate change risk assessment;
- Assist development of climate change report and help achieve actions within;
- Assist in embedding and monitoring sustainable objectives within supplier contracts in conjunctions with the Procurement Service and stakeholders;
- Assist with securing grant funding for sustainability/environmental projects;
- To be an active member across the three colleges in relation to the sustainable/environmental work each college undertakes;

- Assist in the development of an aspects and impacts register for the College and manage outputs;
- Involvement in new initiatives/projects as they arise to the benefit of Glasgow Kelvin College in the area of environmental/sustainability;
- To engage with EAUC (the Alliance for Sustainability Leadership in Education) and remain abreast of new developments;
- Assist the College with Sustainable Development Goals Accord projects;
- Produce action plans to assist the College with the adoption of the Scottish Colleges Climate Emergency Commitment;
- Ensure the College's activity is aligned with Skills Development Scotland's Climate Skills Action Plan 2020-25;
- Review the Glasgow City Regional Adaptation Strategy and Action Plan and advise on the role of the College;
- Prepare reports/materials in the modes required i.e., for Board level meetings, for submission onto websites etc.
- Active involvement in sustainability/environmental activities;
- Submission of award applications for the College in relation to sustainability agenda;
- Involvement in preparing a programme for Green Week in conjunction with the Students Association;
- Liaison with the Students Association in respect of environmental sustainability;
- Identify opportunities and approaches to change behaviours to improve environmental performance;
- Further develop engagement with EAUC, such as sustainability for smaller institutions group;
- Oversee and manage projects as they arise in conjunction with Estates staff/Students Association as appropriate;
- Take forward new initiatives in relation to the environmental/sustainability arena to the benefit of Glasgow Kelvin College and the wider Glasgow region;
- Keep abreast of developments in the environmental/sustainability arena which may be relevant to the College's activity and future direction.

General

- keep abreast of current developments which may be relevant to the College's activity and future direction;
- have an understanding of and comply with College policies and procedures;
- promote and advance Equality and Diversity in all aspects of College operations;
- provide leadership to staff, where appropriate to the role, encouraging training and development to ensure all achieve their full potential;
- assist with self-evaluation activities for their area in accordance with College procedures;
- respect the confidentiality of matters relating to learners and staff;
- understand your role and obligations in complying with the requirements of the regulatory framework for the College, both as a service provider and an employer, in particular the Data Protection Act, the UK General Data Protection Regulations and the Freedom of Information Act;
- report any accidental or unlawful loss of personal data in accordance with the College Data Protection Policy;
- ensure the Health and Safety of staff and students in all aspects of College activity by exercising a duty of care for personal health and safety and that of others who may be affected by their actions; and
- carry out any other duty commensurate with the post as required by the Vice Principal or the Principal.

The duties of this post will be reviewed periodically and may, in consequence, be modified to meet new requirements and the exigencies of the service.

4. COMMUNICATIONS (Internal & External)

The Environmental Sustainability Manager would communicate regularly using a variety of methods with internal and external stakeholders.

The Environmental Sustainability Manager would have working relationships with staff at all levels, but specifically with the Director of Corporate Services, the Head of Facilities and Environmental Sustainability, Heads of Faculty, Senior Curriculum Managers, Procurement and the Students Association to contribute to the delivery of the environmental agenda across the College.

The post-holder is required to develop and maintain relationships with stakeholders both internal and external to the College.

5. ASSIGNMENT AND REVIEW OF WORK

The Environmental Sustainability Manager will have a degree of autonomy in setting objectives and responsibilities for this role, within broad parameters set by the Director of Corporate Services.

6. Essential KNOWLEDGE, SKILLS & EXPERIENCE

Qualifications:

- Ideally educated to HND level or above in sustainability/environmental matters or possess relevant experience as an alternative ; and
- Evidence of appropriate CPD.

Knowledge:
Demonstrable knowledge of

- Sustainable and Environmental Project Development;
- Carbon reduction targets and reporting;
- Completion of funding applications including submission of follow-up reports required;
- Sustainable Procurement Duty;
- Administrative processes;
- Funding application completion and submission;
- Curriculum development; and
- Environmental/sustainability matters.

Skills and Competencies:

- Excellent verbal and written communication skills;
- Ability to work within established systems and processes;
- Ability to work independently with limited supervision;
- Use initiative;
- Ability to manage several projects
- Ability to work as a member of a team;
- Ability to work under a degree of pressure and meet deadlines; and

- Ability to maintain and develop good working relationships with internal and external stakeholders.

Experience in:

- Environmental/sustainability matters;
- Funding application completion and submission;
- Sustainable procurement duty;
- Administrative processes; and
- Overseeing projects to successful completion.

7. WORKING ENVIRONMENT

- You may be required to work within any of the College's four main campuses, premises or, premises or place of work used by the College to meet its operational requirements, regarded as onsite working.
- Onsite working is expected however an element of blended working, including working from home, may be considered but is not mandatory and/or/guaranteed and will be subject to the operational requirements of the College.
- Onsite working, and home working, will involve the use of either static or mobile ICT equipment (e.g. desk top PC. Laptop etc.) and will require online activity (e.g participating in work activities involving MS Teams, Zoom etc).
- Keyboard skills are expected but the required level of skill will be specific to your role.
- An ability to operate a range of office equipment, including desktop PCs, laptops and reprographic equipment etc. and any specialist equipment which may be specific to your role.
- An ability to utilise a range of software packages including e-mail, MS Office packages, MS Teams, etc. and any specialist software which may be specific to your role.
- An ability to utilise a range of software packages and equipment to allow you to effectively operate online if required.
- Attendance at external meetings as required by the role.
- The role may be considered for a flexible working arrangement under the College's Family Friendly and Flexible Working Policy subject to operational requirements of the College.