

Glasgow Kelvin College

Finance and Resources Committee Meeting - 8 February 2022

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 various areas capital/estates matters and provide an update in relation to the following areas: Capital Planning/Expenditure for 2021/22; the Campus Re-investment Project; Single Use Plastics/Plastic Packaging Tax; Recruitment for Environmental Sustainability Manager; Cycling Friendly Status with Distinction – Easterhouse Campus; Land at Springburn and the Business Interruption claim.

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	566,984	499,000	1,065,984
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 nearing completion to meet the aforementioned deadline.

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**.

3. Campus Re-investment Project

A meeting of the Glasgow Kelvin Learning Foundation – SCIO has been arranged for 2 February 2022 to discuss the application from Glasgow Kelvin College for Campus Re-investment. The SCIO Trustees are being asked to make an award to the College of up to £600,000. Members will recall that the application to the SCIO was approved at the Board of Management meeting on 13 December 2021.

Members of the Finance and Resources Committee will be kept apprised of developments in this arena.

4. Single Use Plastics/Plastic Packaging Tax

New Law on Single-Use Plastics

The Scottish Government has announced that a new policy to restrict the availability of single-use plastic, such as plastic straws, plastic plates, and plastic cutlery, will be in place from June 2022.

When the regulations come into force on 1 June 2022, the following items will be banned unless an exemption applies:

- single-use expanded polystyrene beverage cups including their covers and lids;
- single-use expanded polystyrene beverage containers including their caps and lids;
- single-use expanded polystyrene food containers;
- single-use plastic cutlery including forks, knives, spoons and chopsticks;
- single-use plastic plates;
- single-use plastic beverage stirrers;
- single-use plastic straws (where the straws are supplied to an end-user); and
- single-use plastic balloon sticks.

Single-use plastic straw exemption

A critical exemption is applied to single-use plastic straws, to ensure those who need them to eat or drink independently or for medical purposes can still get access to them.

This means that single-use plastic straws are to be available to purchase at in-store or online pharmacies and given on request in hospitality venues.

They are also to be available for those who need them in a small number of other places such as hospitals, care homes, schools, early learning/childcare premises and prisons. Furthermore single-use plastic straws can be supplied where they are a medical device, used for medical purposes, used as packaging or by any person providing personal care or support.

Any person or business who commits an offence under the Regulations is liable on summary conviction for a fine of up to £5,000.

Further information can be found on the Scottish Government website:

<https://www.gov.scot/publications/single-use-plastics-regulations-draft-guidance-document/pages/1/>

New Plastic Packaging Tax (PPT)

From 1 April 2022 HMRC are introducing a new Plastic Packaging Tax (PPT) to encourage businesses to use recycled plastics in their packaging. The rate of the tax will be £200 per metric tonne of plastic packaging.

The new tax will apply to plastic packaging that is less than 30% recycled that is:

- manufactured in the UK;
- imported into the UK as packaging only;
- imported into the UK as filled packaging such as bottles filled with liquid (the tax will only apply to the plastic packaging itself and not to the goods that it contains).

Any business that manufactures or imports 10 or more tonnes of plastic packaging in a 12-month period will be required to register for the tax. Businesses manufacturing or importing under this volume (such as the College) will still need to keep records to demonstrate that it is below the tax threshold (and monitor in case the business becomes liable in the future).

Businesses will have to consider making changes to the packaging it manufactures or imports so that it includes at least 30% recycled plastic where possible. This would mean that no tax would be payable under these circumstances. Plastic packaging is assumed to not meet the recycled content test unless it can be shown that it does.

HMRC recommends the following actions:

- Maintain records of the packaging the business manufactures or imports, even if this is less than the 10 tonnes a year threshold of the tax.
- Ensure that records held show the relevant information needed to establish how much tax will be payable, or to confirm that nothing is due.
- Provide customers with more information about the types and quantities of material being supplied.

- Consider whether more recycled plastic could be used to reduce the packaging subject to the tax.
- Consider whether to bear the tax cost in the business or pass it on to customers.
- Consider supply chains where the impact of the tax can be mitigated.
- Upskill appropriate staff.
- Register for the online service which will become available 1st April 2022.
- Invoices will be required to include a statement that the tax has been paid, however, this is not mandatory from 1 April 2022 and will instead come in at a later date.

Preparing for the Tax

Preparation for the tax should include the following checks:

- whether the College's activities are covered by the PPT;
- where our business activities sit in the supply chain (NB others may pass PPT on to us);
- whether our plastic packaging is within the scope of the PPT;
- what records we have of:
 - the weight of plastic packaging the College imports (including around products) and the plastic packaging it manufactures; and
 - the recycled content of this plastic packaging.

Estimate cost liability

The College should prepare for:

- budget and possible changes to invoices (which may need to show PPT paid);
- data gathering and record keeping to support PPT submissions; and whether external support is required.

Further information can be found on the HMRC website:

<https://www.gov.uk/guidance/decide-if-you-need-to-register-for-plastic-packaging-tax>

Discussions are currently taking place with our Procurement Manager in order that all/any requirements are factored into our Invitation to Tender documentation and discussions take place with suppliers as appropriate. Meetings have been held with our cleaning/retail provider, United.

5. Recruitment for Environmental Sustainability Manager

An advert for an Environmental Sustainability Manager was placed towards the latter part of 2021. Unfortunately, only two people applied and it was decided to re-advertise the post in January 2022 to further widen the pool. We have now attracted a further seven applications and the process is underway to interview as appropriate. It is hoped that an individual will be in post by Spring 2022.

The College has ambitious plans in relation to environmental/sustainability matters. It is expected that the Environmental Sustainability Manager will drive all aspects of the College's agenda across the entire College.

The role will also assist the College in delivering carbon reduction targets as contained within the Public Sector Climate Change Duties report submission which was discussed at the Board of Management meeting on 13 December 2021. Link to this submission as denoted below.

[Glasgow Kelvin College PSCCDR 2020-21](#)

6. Cycling Friendly Status with Distinction – Easterhouse Campus

Our Easterhouse Campus has been awarded Cycling Friendly Status with Distinction. We are very pleased with this success and hope to achieve this also at our East End and West End campuses and work is currently ongoing in this regard – refer to **Appendix 3**.

7. Land at Springburn

At the end of December 2020, a letter was sent to the new Chair of the Hydepark Residents Association seeking a meeting in the New Year to progress, and hopefully conclude, matters pertaining to the parcel of land where the Springburn Cycle Hub is situated.

At the time of writing this report, a response is awaited in order to progress matters as appropriate.

8. Business Interruption Claim - UMAL

As indicated at a previous meeting, the College pursued a Business Interruption Claim with our insurance providers UMAL in respect of the negative impact of Covid-19 on business operations.

This was an extensive piece of detailed work conducted by the Head of Finance and Director of Corporate Services with very significant input by the College Accountant and involved meetings with loss adjusters and our insurance company.

In accordance with the limit of the Notifiable Diseases Extension under our Business Interruption cover, we were awarded £250,000. These funds were transferred early in the New Year. This income will be recognised in the Quarter 2 Financial Forecast for 2021-22.

9. Resource Implications

As previously reported, there are resource implications in terms of progressing capital/estates works due to the ongoing negative impact of Covid-19 and Brexit in terms of securing both contractors and materials. However, to date, the College has remained on target with all estates/environmental/regulatory deadlines in this regard.

It is anticipated that the appointment of an Environmental Sustainability Manager will greatly assist in the securing of appropriate funding to progress environmental projects. Members are reminded that the post of Environmental Sustainability Manager is being funded by the Glasgow Kelvin Learning Foundation – SCIO for the first two years and the College thereafter.

The College has secured £250,000 additional income for the Business Interruption Claim submitted, as noted above.

10. Equalities

There are no equality implications arising as a consequence of this report from a Glasgow Kelvin College viewpoint.

11. Risk and Assurance

This report seeks to provide members with assurance that a number of governance matters related to the smooth running and operations of the College are being taken forward accordingly and will be carefully handled.

12. Data Protection

There are no directed data protection implications arising as a consequence of anything contained within this report.

13. Recommendations

It is recommended that members:

- i) note the content of this report, links and appendices.

14. Further Information

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

**Lisa Clark
Glasgow Kelvin College
January 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)	Spend to 25 Nov 21 (£'000)
Heating and Ventilation	Urgent repairs of equipment related to College heating and ventilation services. This includes replacement of malfunctioning, and broken, air handling units, refurbishment of ventilation insulation panels and two domestic boiler replacements.	Work ongoing.	318	318	149
Backlog Maintenance	Backlog maintenance related to fire door replacement and repairs and refurbishment of anti-slip vinyl in construction area.	Anti-slip vinyl is now installed. Door quotes being obtained.	41	41	6
Roof Maintenance	Essential maintenance of roof structure to make buildings wind and watertight. Work to repair water damage caused by ingress prior to repair.	Work commenced.	30	30	2
Furniture	Replace desks and chairs	Most of the items now received and remainder due imminently.	60	60	43
Project Management			50	50	20
Total			499	499	220

Appendix 2
Photos from the College Estate – Capital Works

Springburn Campus



Springburn Campus Insulation on new chiller



Springburn Campus Installation of new chiller



Springburn Campus chiller in place on roof



Springburn Campus chiller operational



Springburn Campus outside mask signage



Springburn Campus mask signage inside staff entrance

Easterhouse Campus



Mask signage outside Easterhouse Campus

East End Campus



East End frontage – before



East End frontage installed

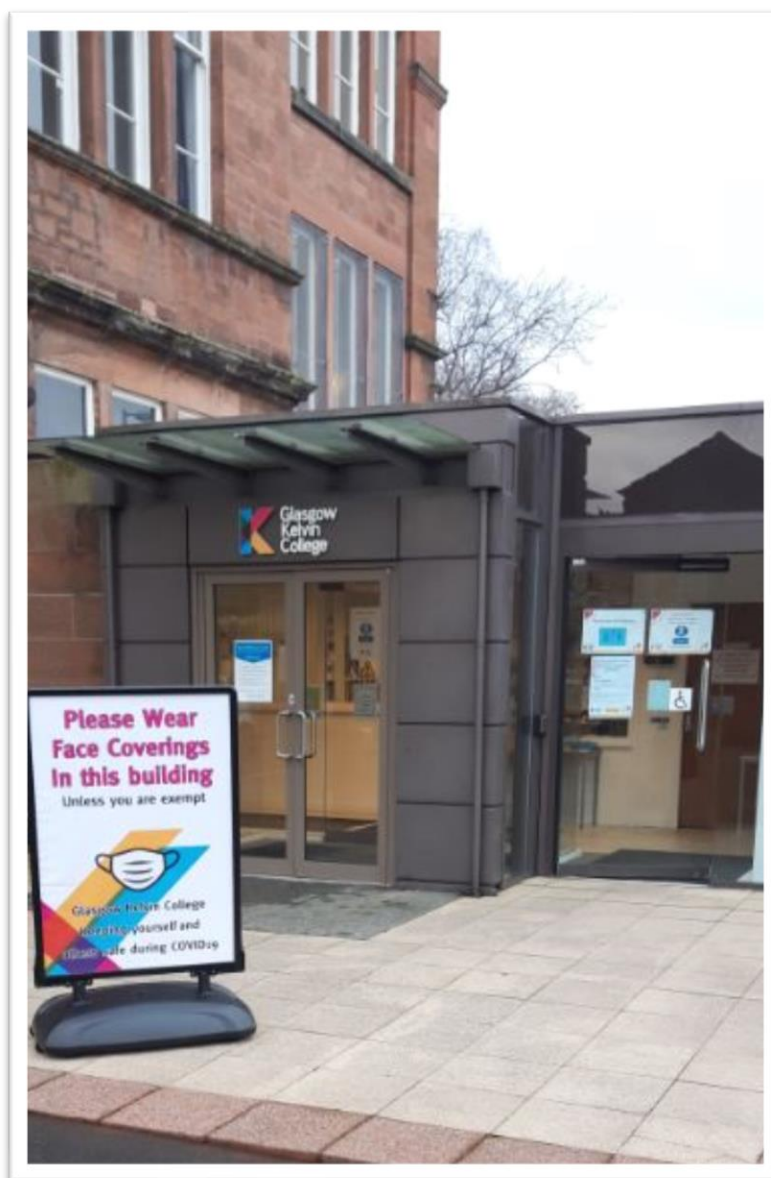


East End Campus new frontage varnished and complete



East End Campus mask signage

West Campus



West Campus mask signage

**Cycling
Friendly**

Campus



This is to certify that

Glasgow Kelvin College - Easterhouse Campus

Has achieved

Cycling Friendly Status with Distinction

Awarded

01/22

Valid until

01/25

Keith Irving
Chief Executive

Cycling Friendly,
a Cycling Scotland programme

Scottish charity SC029760

cycling.scot

