



PUBLIC AUDIT COMMITTEE

AGENDA

11th Meeting, 2015 (Session 4)

Wednesday 10 June 2015

The Committee will meet at 9.30 am in the Robert Burns Room (CR1).

1. **Decision on taking business in private:** The Committee will decide whether to take items 4, 5 and 6 in private.
2. **Section 23 report - Scotland's colleges 2015:** The Committee will take evidence on the Auditor General for Scotland report entitled "Scotland's colleges 2015" from—

Margaret Munckton, Principal, Perth College UHI;

Paul Little, Principal and Chief Executive, City of Glasgow College;

Audrey Cumberland, Principal and Chief Executive, West College Scotland;

David Belsey, National Officer, Further & Higher Education, Educational Institute of Scotland;

and then from—

Dr Michael Foxley, Chair, and Mike Devenney, Vice Principal (Further Education), University of the Highlands & Islands Further Education Regional Board;

Ali Jarvis, Interim Chair, Glasgow Colleges' Regional Board;

Keith McKellar, Chair, West College Scotland Regional Board.

3. **Section 23 report - Managing early departures from the Scottish public sector:** The Committee will consider a response from the Scottish Government on the Auditor General for Scotland report entitled "Managing early departures from the Scottish public sector."

4. **Section 23 report - Scotland's colleges 2015:** The Committee will consider the evidence received at agenda item 2 and take evidence from—

Caroline Gardner, Auditor General for Scotland;

Angela Canning, Assistant Director, and Martin McLauchlan, Senior Auditor, Audit Scotland.

5. **Accountability, audit and the further devolution of powers:** The Committee will consider its response to the Devolution (Further Powers) Committee on the draft BBC Memorandum of Understanding.
6. **Section 23 report - Managing early departures from the Scottish public sector:** The Committee will consider its approach to a further response from the Scottish Government on the Auditor General for Scotland report entitled "Managing early departures from the Scottish public sector."
7. **Section 22 report - The 2013/14 audit of NHS Highland: Financial management (in private):** The Committee will consider a draft report on the Auditor General for Scotland report entitled "The 2013/14 audit of NHS Highland: financial management".

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The papers for this meeting are as follows—

Agenda 2

Written submission from the Auditor General for Scotland	PA/S4/15/11/1
PRIVATE PAPER	PA/S4/15/11/2 (P)
Written submission from the Educational Institute of Scotland	PA/S4/15/11/3
PRIVATE PAPER	PA/S4/15/11/4 (P)
Written submission from the Chair of the University of the Highlands and Islands Further Education Regional Board	PA/S4/15/11/5

Agenda 3

Written submission from the Scottish Government	PA/S4/15/11/6
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Agenda 5

PRIVATE PAPER	PA/S4/15/11/7 (P)
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Agenda 6

PRIVATE PAPER	PA/S4/15/11/8 (P)
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Agenda 7

Written submission from the Auditor General for Scotland	PA/S4/15/11/9
PRIVATE PAPER	PA/S4/15/11/10 (P)

WRITTEN SUBMISSION FROM AUDIT SCOTLAND TO THE PUBLIC AUDIT COMMITTEE, DATED 3 JUNE 2015

Scotland's Colleges 2015 - Additional information

The Public Audit Committee considered my report *Scotland's Colleges 2015* at its meeting on 29 April 2015. We offered to provide additional information to the committee on student numbers and voluntary severance which I set out below.

Age profile of students at Scotland's colleges

The committee requested a breakdown, by age, of the student population of Scotland's colleges (report paragraph 59). Academic year 2014-15 is under way and so this information is not yet available. Information from 2007-08 to 2013-14, inclusive of the periods covered in my report, is summarised below:

Students at Scotland's colleges, by age, 2007-08 to 2013-14

Age group	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Under 16	63,850	67,679	60,972	47,854	24,976	20,602	19,828
16-19	82,237	84,372	83,598	78,783	74,405	73,395	73,069*
20-24	42,607	43,783	43,265	41,350	40,469	39,122	39,930
16-24	124,844	128,155	126,863	120,133	114,874	112,517	112,999
25 & Over	190,557	179,244	159,410	137,857	117,947	105,623	105,412
Total	379,251	375,078	347,245	305,844	257,797	238,742	238,239

* To ensure that the Committee is provided with the most current information, I asked the Scottish Funding Council (SFC) to confirm the accuracy of these estimates. The SFC advised that the estimated number of 16-19 year old students in 2013-14 that I used in my report (72,069) was understated by 1,000 due to differences in the methodology used to derive the figures. The SFC has since updated its estimate for this year to 73,069.

Voluntary severance

The committee also requested a breakdown of the number of staff and senior staff who left the college sector through voluntary severance packages and details of the cost of these. This information is not published consistently within colleges' audited accounts but I had requested this information for the purposes of my report. Auditors reported that a total of 1,307 staff left the sector through voluntary severance arrangements between 2011-12 and 2013-14, at a total cost of £46.6 million. Of these staff, 69 were senior staff and the costs associated with these severance packages totalled £7.6 million. A full breakdown of available information, by college, is provided in the annex.

In checking this information with auditors before sending it on to the committee, it has come to my attention that some compulsory redundancies also took place over this period. As colleges sat outside of the central government sector during that time, they were not subject to the Scottish Government's commitment to no compulsory redundancies. Individual colleges decided whether compulsory redundancies were necessary and we understand that in most instances where compulsory redundancies took place, they were due to the duplication of roles following college mergers. Given the committee's likely interest in this, I have asked the auditors to provide me with further information on compulsory redundancies and will send this on to the committee when it is available. With the reclassification of colleges as public bodies from 1 April 2014, colleges are now required to comply with the public sector pay policy.

I hope the committee finds this information useful.

Caroline Gardner
Auditor General for Scotland

Annex

Total number and cost for staff and senior staff leaving the college sector under voluntary severance, 2011-12 to 2013-14

Where appropriate, figures from colleges that merged are shown collectively under the current college name.

			Number of staff departures via severance schemes			Cost of payments to all staff (£000s)			Number of senior staff departures via severance schemes			Cost of payments to senior staff (£000s)		
Structural Reform	Region	College	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
Four college regions already contained one college and have been unaffected by mergers	Borders	Borders College	0	0	0	0	0	0	0	0	0	0	0	0
	Central	Forth Valley College	35	5	0	1,053	73	0	4	0	0	317	0	0
	Dumfries and Galloway	Dumfries and Galloway College	0	0	0	0	0	0	0	0	0	0	0	0
	West Lothian	West Lothian College	0	0	5	0	0	97	0	0	0	0	0	0
Six colleges were created from mergers to create six single college regions	Aberdeen and Aberdeenshire	North East Scotland College	36	2	46	810	45	1,547	0	0	6	0	0	492
	Ayrshire	Ayrshire College		9	57		1,550	2,048		2	1		409	168
	Edinburgh	Edinburgh College	70	62	2	3,100	3,076	40	5	6	0	653	538	0
	Fife	Fife College	41	96	21	684	2,398	682	0	0	0	0	0	0
	Tayside	Dundee & Angus College	76	24	54	1,131	2,423	1,456	0	1	2	0	135	347
	West	West College Scotland	0	101	22	0	4,655	752	0	7	1	0	749	53
One region comprise a federation of two colleges, within which three colleges merged to form a new college.	Lanarkshire	Coatbridge College	0	0	33	0	0	1,704	0	0	6	0	0	787
		New College Lanarkshire	43	3	40	1,421	101	1,517	0	1	4	0	40	321
		South Lanarkshire College	1	0	0	25	0	0	0	0	0	0	0	0
		Lanarkshire Region Total	44	3	73	1,446	101	3,221	0	1	10	0	40	1,108
The Glasgow region comprises three colleges formed from a series of mergers. The remaining three colleges are accountable to the Glasgow Colleges Regional Board.	Glasgow	City of Glasgow College	52	0	32	1,280	0	1,604	2	0	1	203	0	164
		Glasgow Clyde College		138	19		4,288	626		8	2		969	147
		Glasgow Kelvin College	39	65	41	865	3,205	1,792	0	6	1	0	926	83
		Glasgow Region Total	91	203	92	2,145	7,493	4,022	2	14	4	203	1,895	394
One region comprises the five other incorporated colleges and eight other colleges and research institutes that make up The University of Highlands and Islands	The Highlands and Islands	Inverness College	5	0	1	27	0	11	0	0	0	0	0	0
		Lewis Castle College	0	1	0	0	35	0	0	1	0	0	35	0
		Moray College	0	14	6	0	165	33	0	0	0	0	0	0
		North Highland College	0	0	0	0	0	0	0	0	0	0	0	0
		Perth College	6	0	4	157	0	100	2	0	0	88	0	0
		Highlands and Islands Region Total	11	15	11	184	200	144	2	1	0	88	35	0
Sector Total		404	520	383	10,553	22,014	14,009	13	32	24	1,261	3,801	2,562	

Costs associated with an individual leaving the sector may not be shown in the same year as that individual. This is because the cost is shown when accrued (and accounted for) whereas some staff physically left in a subsequent financial year, and may be counted as 'leaving' in that year. 2011-12 information for Ayrshire College and Glasgow Clyde College could not be provided in time for this response.

WRITTEN SUBMISSION FROM THE EDUCATIONAL INSTITUTE OF SCOTLAND TO THE PUBLIC AUDIT COMMITTEE, DATED 27 MAY 2015

Introduction

The Educational Institute of Scotland (EIS) welcomes this opportunity to provide a written submission to the Committee on the report 'Scotland's colleges 2015' (the Report). The EIS is Scotland's largest education union representing around 55,000 members employed in Nursery, Primary, Special, Secondary, Further and Higher Education (around 80% of the teaching profession). The EIS is the sole recognised union for college lecturers in Scotland.

Summary

The EIS does not accept many of the findings in the Audit Scotland report on Scotland's colleges published 1 April 2015 as it believes the Report does not accurately reflect the effects of recent mergers and funding cuts. The EIS believes that some of the Report's findings are flawed, since they are neither supported by the narrow range evidence cited or by other evidence available to the sector. The Report accentuates positive elements, and sometimes relies on sources of evidence which may not be robust.

In particular, the Report's conclusion that *'the changes to date have had minimal negative impact on students'* is simply wrong in the view of the EIS. There have been deep and damaging cuts to course provision, student intake and lecturing staff numbers during the period covered by the Report. Access to appropriate FE learning opportunities in colleges is now far more limited for many prospective students – with the impact on part-time learners, women, mature students and learners with additional support needs (ASN) being particularly severe.

The Scotland's Colleges Report

The Key Facts section of the Report sets out a series of statistics that show the effects on colleges of significant funding cuts. Whilst the section identifies some alarming consequences of the funding cuts, the EIS believes the real picture is even worse.

For example, (i) the number of college staff hit its maximum in 2011-12 of 15,100 and a minimum of 13,400 in 2012-13¹. This is a fall of 11% (ii) Scottish Government programme college funding for 2010-11 was £580m² and £526m² for 2014-15, which gives a real terms cut of around 21%³ which is far greater than 12.3% cited by the Report for 2011-12 to 2013-14

Furthermore, whilst the Report's figures for the fall in part time and older student numbers is startling, *"There has been a reduction of 48 per cent in part-time students and a reduction of 41 per cent in the number of students aged 25 or older between 2008-09 and 2013-14."* the

¹ <http://www.gov.scot/Topics/Statistics/Browse/Labour-Market/PublicSectorEmployment/PSEwebtables>

² Figures from Letters of Guidance to the SFC from the Scottish Government

³ Real terms as measured by RPI

report does not follow up the consequences of these cuts on the fewer opportunities offered to these groups or the general breadth of FE provision.

Impact on Students

Key Conclusion 4 of the Report states, *"The changes to date have had minimal negative impact on students."* The EIS believes that this finding is wrong, and set out its reasoning below citing the Report's itself to support its belief.

Paragraph 50 of the Report states:

"So far, Education Scotland has completed three reviews of the more recent merged colleges (Edinburgh, Glasgow Clyde and Dundee and Angus colleges). It reported that colleges had effective learning and teaching in place which met the needs of learners. It also highlighted good practice in a number of areas, as well as strong links with employers to inform the design of curricula and to improve student employability. But it also noted that there was evidence that staff were resistant to the changes brought about by the merger process, and that merged colleges needed to focus more clearly on achieving their strategic aims. The Edinburgh College report also highlighted that the college had difficulties in some curriculum areas as new processes and management structures were implemented."

In other words, only 3 merged Colleges have had Education Scotland Reviews with one college identified as having clear difficulties as a result of the merger. The other two reviews are cited as including wider merger issues amongst staff. The Report's analysis skims over the "Areas for development" that exist within the Education Scotland Reports for these three colleges and which raise concerns - including completion rates and self evaluation processes.

Para 50 ends with: *"The SFC and Education Scotland are working together to develop and trial new methods for assessing and monitoring the quality of teaching. It is important that these new methods also allow colleges and the SFC to identify any significant issues resulting from the reform of the college sector."*

In other words, the SFC and Education Scotland have yet to measure the quality of teaching and therefore to state that there has been "minimal negative impact on students" is flawed and unsustainable.

(Para 51) *"The National Union of Students (NUS) has noted a concern that merged colleges might centralise learning within regions. This would mean some students having to travel further, potentially resulting in fewer students participating in learning"*

This practice is already taking place within some college regions according to evidence from EIS members. Therefore, where multiple colleges would previously have offered all NC and HNC/D courses within a region, the newly merged college maintains the NC courses at all the campuses but rationalises the HNC/D to fewer campuses.

(Para 52) *"The SFC met students as part of its six-month post-merger evaluations to discuss issues such as changes to learning and teaching, enrolment and access to the college. Feedback indicated that there had been little adverse effect on students. Some students highlighted benefits including improved resources, greater choice of courses and better*

progression and employment opportunities. However, some students raised concerns about potential campus changes and delays in the recruitment and admissions process. It will be important that colleges respond to student concerns, and that colleges and the SFC continue to seek student views as part of ongoing monitoring and evaluation.”

The Report seems to concentrate excessively on positive student feedback, whilst the negative student feedback is minimised by the Report. The paragraph above could have concluded that student feedback was mixed with some adverse effects on students arising from the mergers.

Para 53 *“Of the four fieldwork colleges, only Dundee & Angus College provided us with survey results covering more than one year. The other fieldwork colleges had not analysed trends in survey results covering their merger periods.”*

If only one college provided student satisfaction for more than one year, how can Audit Scotland draw sector wide conclusions for the period between 2011/12 and 2013/14 on student satisfaction? It should also be noted that Audit Scotland is relying on a college for measuring its own student satisfaction. Such data may not be robust should be treated with caution.

Para 53 continues *“The Dundee and Angus College results indicated that overall satisfaction, as well as satisfaction ratings on specific topics, including enrolment, induction and the college experience, decreased marginally between 2013 and 2014, but still remained largely positive.”*

The only college with multi-year data shows **lower** satisfaction ratings – but this is glossed over as being “largely positive”.

Para 53 continues *“Colleges, the SFC and Education Scotland should continue to monitor student feedback to ascertain if college reforms have adversely affected students.”*

Student feedback is one measure, but is subjective and the EIS suggests other measures such as completion rates.

Para 54 *“In 2013-14, about 238,000 people (headcount), attended college, around 19,500 fewer than in 2011-12 (7.6 per cent). This is 36 per cent lower than in 2008-09 and reflects changes in Scottish Government policy. In August 2009, the SFC issued guidance to colleges to reduce the number of courses that did not lead to a recognised qualification or that lasted less than ten hours. As a result, since 2008-09, the number of part-time students has fallen by 48 per cent. Full-time equivalent (FTE) numbers remained relatively stable between 2008-09 and 2011-12 due to slight increases in full-time students. In the past two years, there have been decreases in both part-time and full-time students (decreases of 10.4 per cent and 1.5 per cent respectively). This has resulted in a fall of approximately 3,000 FTE (2.5 per cent) between 2008-09 and 2013-14”*

Fewer students going to Colleges, fewer people aged over 25, and fewer part time students – all these are negative indicators showing a narrowing of FE provision. These findings are supported by published EIS research in 2013 and 2014.

Para 58 onwards refer to wSUMS delivered by Colleges including Exhibit 6, however, there is no mention that the SFC reduced the number of hours teaching linked to each SUM in 2011-12 from 18 hours to 16 hours. This means that Colleges from 2011-12 gave the appearance of delivering the same FE activity whilst in reality their teaching could have dropped by over 10% for each SUM.

Para 63 states *“This analysis suggests that the changes to date have not significantly affected students. However, it is too early to provide a comprehensive assessment as some aspects of the merger process are still under way.”*

The Report seems to be acknowledging that its assessment is not comprehensive or complete.

Colleges Finances

The EIS is surprised that the Report has not commented on the move of £99m of public money to independent bodies outwith the public sector and not subject to public sector scrutiny.

The Report is clear that the savings generated by the FE sector are a consequence of reduction in FE staffing. The Report does not explore how a College sector can deliver the same amount of FE provision with 9% fewer staff whilst maintaining the same quality of teaching. Furthermore, the latest PSE figures from the Scottish Government show that the number of FE college staff is increasing again. Surely this development should have been mentioned by the Report as it may undermine the Government’s aim to deliver annual savings of £50m per year.

Staff Concerns

Para 88 *“As part of its six-month post-merger evaluations, the SFC gathered feedback from staff on a range of issues. These included the general impact of the merger, the culture of the organisation and the progress made with finalising staffing structures. While there was some evidence of staff highlighting the positive results of the mergers, a number of areas of concern were raised, including increased workloads and the loss of staff with key skills and knowledge.”*

This evidence does not appear in the Report’s Key Messages. As with all of the Report, it starts highlighting the positive and then seems to minimise any negative comments – or the potential that mergers have had any negative consequences.

Whilst there is reference to the NUS within the Report, Audit Scotland nor the SFC asked the EIS for evidence for this Report or any other review – despite the EIS being the voice of the profession.

Para 91 *“While reductions in staff could affect service delivery, there is no evidence of any overall deterioration. We did note that, for three colleges, changes in finance staff affected the preparation of financial statements. In only one of the cases (Coatbridge College) was the impact significant.”*

The EIS believes that there is evidence within the Report of concerns and lower student feedback scores. Para 63 also states that no effective evaluation is possible of teaching standards before and after the mergers.

Rationale for mergers

Para 3 *“The Scottish Government and the SFC expect the reform programme to deliver a number of high-level benefits, including reduced duplication, improved engagement with employers, better outcomes for students and financial savings of about £50 million each year from 2015-16. ... it is unclear what savings have been achieved in addition to reduced staffing costs and what the full costs of the merger process are as there are no systems in place either at individual colleges or centrally to collect this information. It is also unclear what progress there has been in achieving some of the wider benefits expected from the mergers.”*

The validity of £50m of annual financial savings is not explored in any detail. Furthermore, the Report’s finding that there is no system in place centrally to measure the benefits of the college mergers would seem to be a shortcoming.

Severance Packages

Key Message 7 states that *“auditors found significant weaknesses in how two colleges processed senior staff severance payments, while another four fell short of good practice.”* In other words, six colleges are criticised in the way that severance packages for their senior staff were handled. Six colleges within a sector of twenty six colleges is a large number, especially as the senior staff or governors that authorised these payments are likely to be still in the sector. The Report does not seem to be overly concerned with the severance payments, and it is to the Committee’s credit that it has followed up this aspect of the Report. The Report does not make any comments of the SFC’s role in monitoring or authorising severance payments.

WRITTEN SUBMISSION FROM DR MICHAEL FOXLEY, CHAIR OF THE UNIVERSITY OF THE HIGHLANDS AND ISLANDS (UHI) FURTHER EDUCATION REGIONAL BOARD (FERB), RECEIVED 1 JUNE 2015

The FERB is a "virtually autonomous" Committee of the UHI Court. Funding for FE flows from the SG to the SFC to the UHI as the Regional Strategic Body (RSB) to the FERB.

The FERB was recently assessed by the SFC and found to be working effectively. The UHI was then approved to be the RSB. The FERB meets every 2-3 months and has done since December 2012.

Membership includes:

- The Chairs of all 12 Colleges in the H&I which deliver FE.
- 2 Independent members - gained by advert and interview.
- Representatives - a CEX from the Local Authorities, a Director of Education from a different LA, senior representatives from Highlands and Islands Enterprise, Skills Development Scotland and the Vice Chair (a College Principal) of the FE Executive Board.

Our annual budget is £40M.

The UHI Colleges who are members of the FERB:

- 5 Incorporated Colleges- Perth, Inverness, Moray, North Highland and Lews Castle Colleges.
- 2 Island Colleges- Orkney and Shetland.
- 4 other college legal Structures- Argyll, West Highland, Highland Theological College, Sabhal Mor Ostaig.

FE is delivered from some 70 Learning Centres across 2/3 of the land mass of Scotland. There have been no mergers.

Our main Regional activities have been:

- Curriculum mapping and now Curriculum Planning across the H&I.
- An Estates 10 year plan for the H&I.
- Increasing the links to Schools and following up the recommendations of the Wood Commission.
- Tackling Inequalities and the link to economic and personal growth (I have case studies of student successes who have progressed from very port life prospects to a vocational short course, then to FE then to a quality job or a HE course)
- Shared Services.

Strong engagement on the changes of funding by SFC including:

- WSUMS to Credits.
- Rurality funding.
- Rural Deprivation - we have commissioned independent work on this.
- EU funding.

Key concerns:

- The additional costs and bureaucracy of ONS. I have been involved in positive changes including the alignment of AY and FY, continued commercial insurance, raised thresholds in the SPFM.
- Student Support Funding - needs to be formalised to deliver efficiently and fairly.
- National Pay Bargaining and the consequences.

Student numbers in the past 3 years:

2011/12- 32848 (FT 4116, PT 28732)

2012/13 - 31251 (FT 4074, PT 27177)

2013/14- 32077 (FT 4273, PT 27804)

I chaired the Working Group in 2012 which reviewed the Governance of the UHI. I had chaired Lochaber College and then West Highland College for 18 years. From 2012-2014 I was the FE Regional Lead for the H&I. Since August 2014 I have formally been the Chair of the FERB. I have a good working relationship with the SG and SFC on what is a very complex and complicated set of relationships delivering FE in the H&I by the UHI Colleges.

Dr Michael Foxley
Chair of the UHI FERB

Public Audit Committee**11th Meeting, 2015 (Session 4), Wednesday 10 June 2015****Section 23 Report: Managing early departures from the Scottish public sector –
Scottish Government report****Background**

1. At its meeting on 29 May 2013, the Committee took evidence from the Auditor General for Scotland and Accounts Commission on its report entitled "Managing early departures from the Scottish public sector."
2. Since then the Committee has considered a number of written responses from the Scottish Government. At its meeting on 11 June 2014 the Committee considered a Scottish Government response which set out the new arrangements which public sector Settlement Agreements will be subject to. The Scottish Government explained that the purpose of these new arrangements is to strengthen procedures and to provide increased transparency around the use of public money. In addition, the Scottish Government considers that the revised process is good practice and will ensure a consistency of approach. The Scottish Government committed to report back to the Public Audit Committee on the first year of operating these new arrangements.
3. The Committee concluded its consideration of the AGS report at its meeting on 19 November 2014 when it noted the Scottish Government's response dated 25 July 2014.
4. Set out in Appendix A is the Scottish Government's report on the first year of operation of the new arrangements for managing Settlement Agreements. This paper invites the Committee to agree its approach to this report.

Further evidence

5. In the letter accompanying the report, the Scottish Government offer to provide more detailed information to the Committee on the bodies in which Settlement Agreements were concluded. However the Scottish Government explain that disclosing the name of the body entering into the agreement alongside the cost could effectively disclose the identity of an individual.
6. The Scottish Government also explain that as Settlement Agreements are legally binding contracts they are under an obligation to ensure that the data contained within a Settlement Agreement is disclosed no further than is necessary for the purposes of Parliamentary scrutiny or otherwise.
7. The Scottish Government then confirm they are happy to provide this additional data on the basis that the Committee considers this information in private and otherwise protects its confidentiality.
8. The Committee will consider its response to this request later in the Committee meeting.
9. The Scottish Government also offer, at paragraph 27 of their report, to continue to provide an annual update to the Public Audit Committee on the use of Settlement Agreements.

10. Should the Committee agree that an annual report on the use of settlement agreements should be provided; members may wish to consider whether such reports should be provided directly to the Public Audit Committee or more widely to the Scottish Parliament such as through SPICe.

Recommendation

- 11. The Committee is invited to agree its approach to the Scottish Government's 1st update on the use of settlement agreements.**
- 12. The Committee is also invited to agree whether annual reports from the Scottish Government on the use of on settlement agreements should be provided in future and if so, to whom those reports such be provided.**

**WRITTEN SUBMISSION FROM THE SCOTTISH GOVERNMENT TO THE PUBLIC
AUDIT COMMITTEE, DATED 3 JUNE 2015**

Scottish Government Annual Report on the Use of Settlement Agreements 2014-15

Please find enclosed Scottish Government Annual Report on the Use of Settlement Agreements for the period April 2014-March 2015 for consideration by the Committee at their session on 10th June.

After helpful discussion with the Clerk, the report provides information on the overall costs and number of Settlement Agreements further broken down by sector – with separate figures provided for Scottish Government / Public bodies and NHSScotland. We have also provided figures in respect of Further Education Colleges, which came within the scope of the Scottish Public Finance Manual from April 2014.

As you will appreciate, in submitting information for scrutiny, there is a need to protect the privacy and interests of individuals who have entered into Settlement Agreements. Following discussions with the Clerk, we have therefore provided, at Annex B to the report, an anonymised breakdown of all settlements and the associated costs.

We have not, at this point, provided information on the bodies in which Settlement Agreements were concluded. Disclosing the name of the body entering into the agreement alongside the cost can effectively disclose the identity of an individual.

This is important as Settlement Agreements are legally binding contracts and both Scottish Ministers and the Scottish Parliament recognise their duty to ensure that the data contained within a Settlement Agreement is disclosed no further than is necessary for the purposes of Parliamentary scrutiny or otherwise.

We recognise that the Committee have a legitimate interest in considering this additional data and would be happy to provide it on the basis that the Committee would consider this information in private and otherwise protect its confidentiality.

You should note that a copy of the attached report has been provided to the Convenor of the Public Petitions Committee.

Yours sincerely,

Peter Housden

Enc. Scottish Government Annual Report on the Use of Settlement Agreements 2014-15.

SCOTTISH GOVERNMENT ANNUAL REPORT

ON THE USE OF SETTLEMENT AGREEMENTS

APRIL 2014 – MARCH 2015

Introduction

1. On 11 June 2014 the Scottish Government notified the Public Audit Committee of the implementation of new guidance on Settlement Agreements and undertook to report back to the Committee on the first year of operation of the guidance, spanning the period April 2014 – March 2015.¹
2. This report fulfils that commitment and covers:
 - The status and use of Settlement Agreements;
 - Scottish Government Settlement Agreement guidance and review process;
 - The use of confidentiality clauses;
 - The number and cost of settlements entered into 2014-15; and
 - Planned improvements.

Status and use of Settlement Agreements

3. A Settlement Agreement is a legally binding contract entered into by an employer and employee to resolve an employment dispute. Settlement Agreements are recognised in law and are an accepted part of employment practice. As such, they are the subject of guidance by the Advisory, Conciliation and Arbitration Service (ACAS).²
4. Settlement Agreements are used in circumstances where:
 - a) the employment relationship has broken down or been significantly impaired;
 - b) the situation cannot be remedied through mediation or other personnel processes; and
 - c) alternative routes to resolution would involve disproportionate cost at a tribunal or otherwise at law; and impair the efficient functioning of the service.
5. Consideration of the use of a Settlement Agreement will take into account:
 - a) the direct and indirect costs of alternative proceedings and of any awards that might be made;
 - b) disruption to the effective and efficient operation of the service caused by an on-going dispute and the resultant stress on individuals; and
 - c) the likely timescales involved, against the need to bring matters to a timely conclusion.

¹ Written submission from the Scottish Government to the Public Audit Committee, 11 June 2014
http://www.scottish.parliament.uk/S4_PublicAuditCommittee/General%20Documents/Written_submission_from_the_Scottish_Government_to_the_Public_Audit_Committee_dated_11_June_2014.pdf

² ACAS statutory code of practice on Settlement Agreements. <http://www.acas.org.uk/media/pdf/j/8/Acas-Code-of-Practice-on-Settlement-Agreements.pdf>

6. Scrutiny of Settlement Agreements by Accountable Officers is undertaken because:
 - a) they may involve payments to individuals above and beyond their normal contractual entitlement;
 - b) Parliament and the public will want to be assured that, in all the circumstances of the case, their use was appropriate and reasonable; and
 - c) there is a need to ensure their use does not cut across the important protections offered to whistleblowers.

Scottish Government Settlement Agreement guidance and review process

7. Settlement Agreement guidance introduced by the Scottish Government in 2014 provides for the central review and reporting of Settlement Agreements and is designed to increase transparency, promote consistency and ensure value for money.
8. The first line of assurance lies with the designated Accountable Officer for each body as set out in the Scottish Public Finance Manual³ (SPFM). The SPFM notes that “the essence of the Accountable Officer's role is a personal responsibility for the propriety and regularity of the finances under their stewardship and for the economic, efficient and effective use of all related resources. Accountable Officers are personally answerable to the Parliament for the exercise of their functions”.⁴ The SPFM and Scottish Government guidance make it clear that final decisions on Settlement Agreements rest with the Accountable Officer.
9. Our guidance sets out the process for interaction between a designated Accountable Officer and the Scottish Government, and requires the relevant body to consult the Scottish Government before entering into a Settlement Agreement and to submit a business case.
10. For NHSScotland bodies, the reporting procedure follows a similar process and is overseen by DG Health and Social Care / Chief Executive of NHS Scotland.
11. The bodies covered by the reporting procedure in the Scottish Government guidance are set out at Annex A.
12. The reclassification of incorporated Further Education colleges in Scotland as public bodies took effect for the purposes of national accounts from 1 April 2014 and brought these colleges under the scope of Scottish Government guidance on Settlement Agreements. Scrutiny and oversight for the college sector is delegated to the Scottish Funding Council (SFC). College data is included in this report.

Confidentiality clauses

13. At the request of the employee or their legal representative, Settlement Agreements may include a voluntary provision whereby the parties agree to keep the agreement itself confidential and not disclose its details to third parties. Inclusion of such a clause protects the rights of the employee who may have legitimate concerns that disclosure of the terms and circumstances of the agreement and their identity would impact negatively on their privacy and

³ <http://www.gov.scot/Topics/Government/Finance/spfm/Intro>

⁴ <http://www.gov.scot/Topics/Government/Finance/spfm/Accountability>

employability. The ACAS guidance provides a model Settlement Agreement which includes a standard confidentiality clause.⁵

14. Nothing, however, in a Settlement Agreement can prevent the individual from making a protected disclosure under whistleblowing legislation. Any agreement which sought to prevent staff from raising concerns about health and safety or malpractice would be void under the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998).
15. The Public Audit Committee expressed concern about the use of confidentiality clauses in Settlement Agreements, particularly in relation to their use by NHSScotland. The Cabinet Secretary for Health and Wellbeing determined that there would thenceforth be a presumption against the use of any confidentiality clauses in NHSScotland Settlement Agreements unless there were clear and transparent reasons for their inclusion. The NHSScotland consultation procedure includes an explicit requirement that Boards notify Scottish Government of any proposal to include a confidentiality clause and, with effect from 1 April 2015; all such proposals will be put to the Chief Executive of NHS Scotland.
16. We intend to adopt the NHSScotland approach to the use of confidentiality clauses across wider public bodies during 2015-16.

Information sharing

17. In presenting material for scrutiny by the Public Audit Committee, we are mindful of the need to respect the confidentiality of Agreements and the general entitlement of individuals to privacy. We have thus provided information on the number of Settlement Agreements entered into and the costs involved.
18. Disclosing the name of the body entering into the agreement alongside the cost can effectively disclose the identity of an individual. An anonymised breakdown of each of the agreements and the associated costs is thus provided at Annex B. We would be happy to provide the Committee with associated information to consider in private on individual bodies should they require this for the purposes of their Parliamentary scrutiny.

Numbers and costs of settlements

19. Headline costs and number of Settlement Agreements for the first year of operation are set out below. A full anonymised breakdown is provided at Annex B.

⁵ <http://www.acas.org.uk/media/pdf/n/h/Settlement-agreements-a-guide.pdf> p.69

20. **Table of Agreements and associated costs**

Oversight Body	Number of Agreements	Number of bodies	Total cost (£)	Non-contractual element	Number of confidentiality clauses used
Scottish Government / Public bodies	23	12	875,421	225,879	21
NHSScotland	30	15	895,134	532,975	13
Scottish Funding Council	14	9	411,185	152,837	13
TOTALS	67	-	2,181,740	911,691	47

21. The costs above include the total gross cost of the Settlement Agreement to the employer, including the contractual and non-contractual payments made to the employee and ancillary costs, such as the cost of negotiating and concluding the settlement and any legal costs.
22. Contractual payments are those to which the employee is legally entitled. These will include payments such as, on termination, notice payments and pay in lieu of time owed. They will also include lump sum and pension payments to which the employee is entitled on termination of employment through the Civil Service Compensation Scheme or an equivalent scheme.
23. Non-contractual payments are those offered in order to resolve the employment dispute.
24. The level of proposed non-contractual payment is included in the draft business case submitted for consideration. This is weighed against the risks and costs of not entering into a Settlement Agreement, as set out in paragraph 5 above.

Planned improvements

25. In this first year of scrutiny it is not possible to analyse trends. However, when considered against the overall size of the public sector workforce and the number of leavers per annum, it is clear that, as expected, Settlement Agreements are used only in very limited circumstances – in NHS Scotland for example, amongst a cohort of over 10,000 leavers, 30 agreements were concluded.
26. Continued vigilance is required however and improvements have already been identified and implemented. NHSScotland has reviewed procedures on confidentiality agreements which is to be applied more widely. The SFC have identified areas for improvement and are currently developing revised guidance for colleges on severance arrangements generally and Settlement Agreements

specifically to respond to points raised in Audit Scotland's report 'Scotland's colleges 2015'.⁶

27. The process of review within Scottish Government process is being similarly refined and improved. An initial review has been conducted with Internal Audit to consider the guidance and the process for handling individual cases. Once the reporting process to the Scottish Parliament is complete we will review this feedback and advise the Committee of the procedures and safeguards that will obtain, in 2015-16, and at the discretion of the Committee, to continue to submit an annual report.

Conclusion

28. **The Committee is asked to note this report.**

⁶ http://www.audit-scotland.gov.uk/docs/central/2015/nr_150402_scotlands_colleges.pdf

**LIST OF PUBLIC BODIES COVERED BY REVISED REPORTING PROPOSAL
FROM 1 APRIL 2014 – 31 MARCH 2015
[N.B. this list will be updated from time to time as required]**

Scottish Government**The Crown Office and Procurator
Fiscal Service****Executive Agencies**

Accountant in Bankruptcy
Disclosure Scotland
Education Scotland
Historic Scotland
Scottish Prison Service
Scottish Public Pensions Agency
Student Awards Agency for Scotland
Transport Scotland

**Non Ministerial Departments
(NMDs)**

National Records of Scotland
Office of the Scottish Charity Regulator
Registers of Scotland
Scottish Court Service
Scottish Housing Regulator

Public Corporations

Caledonian Maritime Assets Ltd
David MacBrayne Ltd
Highlands and Islands Airports Ltd
Scottish Canals
Scottish Water

Executive NDPBs

Architecture and Design Scotland
Bòrd na Gàidhlig
Cairngorms National Park Authority
Care Inspectorate
Children's Hearings Scotland
Creative Scotland
Crofting Commission
Highlands and Islands Enterprise
Loch Lomond and The Trossachs
National Park Authority
National Galleries of Scotland
National Library of Scotland
National Museums of Scotland

Police Investigations and Review
Commissioner
Quality Meat Scotland
Risk Management Authority
Royal Botanic Garden, Edinburgh
Royal Commission on the Ancient and
Historical Monuments of Scotland
Scottish Agricultural Wages Board
Scottish Children's Reporter
Administration
Scottish Criminal Cases Review
Commission
Scottish Enterprise
Scottish Environment Protection
Agency
Scottish Funding Council
Scottish Futures Trust
Scottish Legal Aid Board
Scottish Legal Complaints
Commission
Scottish Natural Heritage
Scottish Qualifications Authority
Scottish Social Services Council
Skills Development Scotland
SportScotland
VisitScotland
Water Industry Commission for
Scotland

Advisory NDPBs

Judicial Appointments Board for
Scotland
Local Government Boundary
Commission for Scotland
Mobility and Access Committee for
Scotland
Scottish Advisory Committee on
Distinction Awards
Scottish Law Commission
Scottish Local Authorities
Remuneration Committee

Tribunals

Additional Support Needs Tribunals for
Scotland

Lands Tribunal for Scotland
Mental Health Tribunal for Scotland
Parole Board for Scotland
Private Rented Housing Panel
Scottish Charity Appeals Panel

Health Bodies

Healthcare Improvement Scotland
Mental Welfare Commission for
Scotland
NHS 24
NHS Boards
NHS Education for Scotland
NHS Health Scotland Board
NHS National Services Scotland
National Waiting Times Centre Board
Scottish Ambulance Service Board
State Hospital Board for Scotland

Other Significant National Bodies

Drinking Water Quality Regulator
HM Chief Inspector of Constabulary in
Scotland
HM Chief Inspector of Prisons in
Scotland
HM Chief Inspector of Prosecution in
Scotland
Office of the Queens Printer for
Scotland
Scottish Roadworks Commissioner
The Scottish Police Authority
The Scottish Fire and Rescue

Note: Some bodies came within the scope of the SG guidance during the financial year, such as **Prestwick Airport**, from 28 July 2014, and **Revenue Scotland** from 1st January 2015. They will be included from next year's report. Further education colleges came within the scope of the SG guidance from April 2014. Scrutiny and oversight for the **college sector** is delegated to the **Scottish Funding Council** (SFC).

ANNEX B

LIST OF AGREEMENTS AND COSTS

TABLE A: All Agreements in cost order

(including Scottish Government and public bodies, NHSScotland and Further Education colleges)

Number	Overall cost (£)	Contractual cost (£)	Non contractual cost (£)	Ancillary costs (£)	Confidentiality Clause used
1a	1,000	0	500	500	No
2a	1,107	507	0	600	Yes
3a	2,298	0	2,298	0	Yes
4a	2,567	297	1,794	476	Yes
5a	2,700	0	2,500	200	No
6a	3,450	0	1,500	1,950	Yes
7a	4,000	0	4,000	0	Yes
8a	5,300	5,000	0	300	No
9a	5,500	0	5,000	500	Yes
10a	5,500	0	5,000	500	Yes
11a	5,500	0	5,000	500	Yes
12a	5,889	2,981	2,608	300	Yes
13a	6,144	790	4,878	476	Yes
14a	6,250	0	6,250	0	Yes
15a	8,000	0	8,000	0	Yes
16a	9,000	0	9,000	0	Yes
17a	9,000	0	7,000	2,000	No
18a	10,000	0	10,000	0	Yes
19a	10,071	221	9,000	850	No
20a	10,837	2,337	8,000	500	No
21a	11,621	621	11,000	0	Yes
22a	11,919	7,069	4,000	850	Yes
23a	12,000	0	12,000	0	No
24a	12,628	1,828	10,000	800	Yes
25a	12,855	8,005	4,000	850	Yes
26a	13,347	3,347	10,000	0	Yes
27a	14,422	11,409	2,913	100	No
28a	15,084	9,034	5,000	1,050	Yes
29a	15,300	0	14,000	1,300	No
30a	15,500	0	15,000	500	No
31a	15,830	0	14,530	1,300	Yes
32a	17,500	0	17,000	500	No
33a	18,883	6,689	11,894	300	Yes
34a	19,272	10,288	8,684	300	Yes
35a	19,647	4,647	15,000	0	Yes
36a	20,227	6,714	11,714	1,800	No
37a	21,300	0	21,000	300	Yes

38a	21,300	0	20,000	1,300	No
39a	21,549	17,049	0	4,500	Yes
40a	22,297	11,779	10,218	300	Yes
41a	22,392	11,325	10,767	300	Yes
42a	23,002	20,626	2,126	250	No
Number	Overall cost (£)	Contractual cost (£)	Non contractual cost (£)	Ancillary costs (£)	Confidentiality Clause used
43a	23,199	6,399	15,000	1,800	Yes
44a	25,300	0	25,000	300	Yes
45a	29,621	28,677	0	943	Yes
46a	30,600	30,000	0	600	Yes
47a	31,092	4,269	26,224	600	Yes
48a	31,925	14,462	17,163	300	Yes
49a	37,204	25,250	11,654	300	Yes
50a	38,932	29,333	9,089	510	Yes
51a	44,470	13,920	30,000	550	Yes
52a	49,675	48,034	0	1,641	Yes
53a	50,781	0	49,481	1,300	No
54a	53,870	31,160	12,819	9,891	Yes
55a	54,050	23,750	30,000	300	Yes
56a	55,104	25,497	28,857	750	No
57a	62,220	61,920	0	300	No
58a	62,921	15,536	47,085	300	Yes
59a	66,432	13,257	52,175	1,000	No
60a	68,190	66,890	0	1,300	Yes
61a	75,242	17,442	56,300	1,500	Yes
62a	95,820	95,000	0	820	Yes
63a	102,683	66,383	35,000	1,300	No
64a	112,400	111,980	0	420	Yes
65a	140,750	140,000	0	750	Yes
66a	157,546	157,246	0	300	Yes
67a	189,724	40,054	142,670	7,000	No
TOTALS	2,181,740	1,209,021	911,691	61,028	47 Yes

TABLE B: NHSScotland Agreements in cost order

Number	Overall cost (£)	Contractual cost (£)	Non contractual cost (£)	Ancillary costs (£)	Confidentiality Clause used
1b	1,000	0	500	500	No
2b	1,107	507	0	600	Yes
3b	2,567	297	1,794	476	Yes
4b	2,700	0	2,500	200	No
5b	5,300	5,000	0	300	No
6b	5,500	0	5,000	500	Yes
7b	5,500	0	5,000	500	Yes
8b	5,500	0	5,000	500	Yes
9b	6,144	790	4,878	476	Yes
10b	6,250	0	6,250	0	Yes
11b	9,000	0	7,000	2,000	No
12b	10,000	0	10,000	0	Yes
13b	10,071	221	9,000	850	No
14b	10,837	2,337	8,000	500	No
15b	12,628	1,828	10,000	800	Yes
16b	14,422	11,409	2,913	100	No
17b	15,300	0	14,000	1,300	No
18b	15,500	0	15,000	500	No
19b	15,830	0	14,530	1,300	Yes
20b	21,300	0	20,000	1,300	No
21b	23,002	20,626	2,126	250	No
22b	25,300	0	25,000	300	Yes

23b	50,781	0	49,481	1,300	No
24b	55,104	25,497	28,857	750	No
25b	62,220	61,920	0	300	No
26b	66,432	13,257	52,175	1,000	No
27b	68,190	66,890	0	1,300	Yes
28b	75,242	17,442	56,300	1,500	Yes
29b	102,683	66,383	35,000	1,300	No
30b	189,724	40,054	142,670	7,000	No

TABLE C: Further Education College Agreements in cost order

Number	Overall cost (£)	Contractual cost (£)	Non contractual cost (£)	Ancillary costs (£)	Confidentiality Clause used
1c	2,298	0	2,298	0	Yes
2c	4,000	0	4,000	0	Yes
3c	8,000	0	8,000	0	Yes
4c	9,000	0	9,000	0	Yes
5c	12,000	0	12,000	0	No
6c	18,883	6,689	11,894	300	Yes
7c	19,272	10,288	8,684	300	Yes
8c	21,300	0	21,000	300	Yes
9c	22,297	11,779	10,218	300	Yes
10c	23,199	6,399	15,000	1,800	Yes
11c	37,204	25,250	11,654	300	Yes
12c	38,932	29,333	9,089	510	Yes
13c	54,050	23,750	30,000	300	Yes
14c	140,750	140,000	0	750	Yes

TABLE D: Scottish Government and other public bodies Agreements in cost order

Number	Overall cost (£)	Contractual cost (£)	Non contractual cost (£)	Ancillary costs (£)	Confidentiality Clause used
1d	3,450	0	1,500	1,950	Yes
2d	5,889	2,981	2,608	300	Yes
3d	11,621	621	11,000	0	Yes
4d	11,919	7,069	4,000	850	Yes
5d	12,855	8,005	4,000	850	Yes
6d	13,347	3,347	10,000	0	Yes
7d	15,084	9,034	5,000	1,050	Yes
8d	17,500	0	17,000	500	No
9d	19,647	4,647	15,000	0	Yes
10d	20,227	6,714	11,714	1,800	No
11d	21,549	17,049	0	4,500	Yes
12d	22,392	11,325	10,767	300	Yes
13d	29,621	28,677	0	943	Yes
14d	30,600	30,000	0	600	Yes
15d	31,092	4,269	26,224	600	Yes
16d	31,925	14,462	17,163	300	Yes
17d	44,470	13,920	30,000	550	Yes
18d	49,675	48,034	0	1,641	Yes
19d	53,870	31,160	12,819	9,891	Yes
20d	62,921	15,536	47,085	300	Yes
21d	95,820	95,000	0	820	Yes

Number	Overall cost (£)	Contractual cost (£)	Non contractual cost (£)	Ancillary costs (£)	Confidentiality Clause used
22d	112,400	111,980	0	420	Yes
23d	157,546	157,246	0	300	Yes

WRITTEN SUBMISSION FROM AUDIT SCOTLAND, DATED 14 MAY 2015

ISD Scotland information on medical and dental consultants, nursing and midwifery and allied healthcare professionals Whole Time Equivalent (WTE) vacancy rates at 31 December 2014.

Table A: Consultants – medical and dental

NHS BOARD/ DIVISION	ESTABLISHMENT	STAFF IN POST	TOTAL VACANCIES	VACANT FOR 6 MONTHS OR MORE	VACANCIES AS % OF ESTABLISHMENT	
					TOTAL	6 MONTHS OR MORE
AYRSHIRE AND ARRAN	279.5	254.5	25.0	13.0	8.9%	4.7%
BORDERS	103.2	98.5	4.7	4.0	4.6%	3.9%
DUMFRIES AND GALLOWAY	123.0	104.0	19.0	12.0	15.5%	9.8%
FIFE	271.4	228.1	43.3	38.8	16.0%	14.3%
FORTH VALLEY	226.9	208.0	18.9	2.8	8.3%	1.2%
GRAMPIAN	558.2	491.0	67.2	30.0	12.0%	5.4%
GREATER GLASGOW AND CLYDE	1,480.7	1,403.2	77.5	13.9	5.2%	0.9%
HIGHLAND	229.2	208.0	21.2	16.7	9.3%	7.3%
LANARKSHIRE	457.3	419.3	38.0	16.0	8.3%	3.5%
LOTHIAN	878.7	839.3	39.4	3.0	4.5%	0.3%
ORKNEY	13.5	10.5	3.0	-	22.2%	0.0%
SHETLAND	15.6	12.6	3.0	1.0	19.2%	6.4%

TAYSIDE	503.6	487.6	16.0	7.5	3.2%	1.5%
WESTERN ISLES	19.0	12.0	7.0	3.0	36.8%	15.8%
NATIONAL WAITING TIMES CENTRE	74.2	71.2	3.0	1.0	4.0%	1.3%
NHS 24	1.5	1.5	-	-	0.0%	0.0%
NHS EDUCATION FOR SCOTLAND	7.8	7.8	-	-	0.0%	0.0%
NHS HEALTH IMPROVEMENT SCOTLAND	7.0	1.0	6.0	-	85.7%	0.0%
NHS HEALTH SCOTLAND	3.0	3.0	-	-	0.0%	0.0%
NHS NATIONAL SERVICES SCOTLAND	31.1	27.7	3.4	1.0	11.0%	3.2%
SCOTTISH AMBULANCE SERVICE	1.0	1.0	-	-	0.0%	0.0%
STATE HOSPITAL	11.0	11.0	-	-	0.0%	0.0%
SCOTLAND	5,296.2	4,900.6	395.6	163.7	7.5%	3.1%

Table B: Nursing & midwifery

NHS BOARD/ DIVISION	ESTABLISHMENT	STAFF IN POST	TOTAL VACANCIES	VACANT LESS THAN 3 MONTHS	VACANT 3 MONTHS OR MORE	VACANCIES AS % OF ESTABLISHMENT	
						TOTAL	6 MONTHS OR MORE
AYRSHIRE AND ARRAN	4,119.5	4,109.9	9.6	9.6	-	0.2%	0.0%
BORDERS	1,158.0	1,130.9	27.2	18.4	8.8	2.3%	0.8%
DUMFRIES AND GALLOWAY	1,776.6	1,709.5	67.1	60.3	6.8	3.8%	0.4%
FIFE	3,592.6	3,498.0	94.6	46.6	47.9	2.6%	1.3%
FORTH VALLEY	2,721.3	2,631.3	90.0	61.5	28.5	3.3%	1.0%
GRAMPIAN	5,585.6	5,202.1	383.5	261.5	122.0	6.9%	2.2%
GREATER GLASGOW AND CLYDE	15,678.4	15,232.4	445.9	402.1	43.9	2.8%	0.3%
HIGHLAND	3,157.5	3,021.3	136.2	109.7	26.5	4.3%	0.8%
LANARKSHIRE	5,394.7	5,155.9	238.8	196.8	42.0	4.4%	0.8%
LOTHIAN	9,792.8	9,608.4	184.4	112.2	72.2	1.9%	0.7%
ORKNEY	171.7	170.2	1.5	1.5	-	0.9%	0.0%
SHETLAND	200.9	190.7	10.2	4.8	5.4	5.1%	2.7%
TAYSIDE	5,728.5	5,380.6	347.9	210.4	137.4	6.1%	2.4%

WESTERN ISLES	358.4	358.1	0.3	0.3	-	0.1%	0.0%
NATIONAL WAITING TIMES CENTRE	710.0	704.0	6.0	6.0	-	0.8%	0.0%
NHS 24	301.4	276.0	25.4	9.0	16.4	8.4%	5.4%
NHS EDUCATION FOR SCOTLAND	-	-	-	-	-	-	-
NHS HEALTH SCOTLAND	-	-	-	-	-	-	-
NHS HEALTHCARE IMPROVEMENT SCOTLAND	1.0	1.0	-	-	-	0.0%	0.0%
NHS NATIONAL SERVICES SCOTLAND	278.4	261.7	16.7	13.1	3.6	6.0%	1.3%
SCOTTISH AMBULANCE SERVICE	4.0	4.0	-	-	-	0.0%	0.0%
STATE HOSPITAL	360.6	357.6	3.0	3.0	-	0.8%	0.0%
SCOTLAND	61,092.1	59,003.8	2,088.3	1,526.8	561.5	3.4%	0.9%

Table C: Allied healthcare professionals

NHS BOARD/ DIVISION	ESTABLISHMENT	STAFF IN POST	POSTS UNDER REVIEW	TOTAL VACANCIES	VACANT FOR:			VACANCIES AS % OF ESTABLISHMENT	
					LESS THAN 3 MONTHS	3 MONTHS OR MORE	UNKNOWN	TOTAL	3 MONTHS OR MORE
AYRSHIRE AND ARRAN	743.3	743.3	-	-	-	-	-	0.0%	0.0%
BORDERS	188.1	176.3	-	11.9	1.1	10.8	-	6.3%	5.7%
DUMFRIES AND GALLOWAY	273.9	259.8	-	14.1	12.6	1.5	-	5.1%	0.5%
FIFE	652.8	633.4	-	19.4	8.7	10.7	-	3.0%	1.6%
FORTH VALLEY	458.7	442.8	-	15.9	12.7	3.2	-	3.5%	0.7%
GRAMPIAN	955.5	892.8	2.0	62.7	44.5	18.2	-	6.6%	1.9%
GREATER GLASGOW AND CLYDE	2,783.8	2,715.8	-	68.0	62.7	5.3	-	2.4%	0.2%
HIGHLAND	555.4	526.4	-	29.0	17.4	11.5	-	5.2%	2.1%
LANARKSHIRE	946.9	911.6	-	35.3	19.8	15.5	-	3.7%	1.6%
LOTHIAN	1,628.5	1,541.8	-	86.7	17.6	69.1	-	5.3%	4.2%

ORKNEY	38.9	38.6	-	0.3	0.3	-	-	0.6%	0.0%
SHETLAND	38.9	35.6	-	3.2	3.2	-	-	8.3%	0.0%
TAYSIDE	901.6	855.8	-	45.8	31.0	14.0	0.8	5.1%	1.6%
WESTERN ISLES	74.8	72.8	-	2.0	1.0	1.0	-	2.7%	1.3%
NATIONAL WAITING TIMES CENTRE	90.5	90.5	-	-	-	-	-	0.0%	0.0%
NHS 24	4.3	2.6	-	1.7	-	-	1.7	39.4%	0.0%
NHS EDUCATION FOR SCOTLAND	-	-	-	-	-	-	-	-	-
NHS HEALTH SCOTLAND	-	-	-	-	-	-	-	-	-
NHS HEALTHCARE IMPROVEMENT SCOTLAND	-	-	-	-	-	-	-	-	-
NHS NATIONAL SERVICES SCOTLAND	2.6	1.5	-	1.2	1.0	0.2	-	43.9%	8.0%
SCOTTISH AMBULANCE SERVICE	1,346.0	1,343.0	-	3.0	-	3.0	-	0.2%	0.2%
STATE HOSPITAL	12.4	12.4	-	-	-	-	-	0.0%	0.0%
SCOTLAND	11,696.7	11,296.7	2.0	400.1	233.6	164.0	2.5	3.4%	1.4%