

Finance and General Purposes Committee

Status: Draft - Approved

DRAFT MINUTE OF MEETING HELD ON 16 FEBRUARY 2021 AT 12:00 NOON
REMOTELY VIA MS TEAMS

Present	
Hugh Carr (Chair)	Sue Livermore
Joanna Campbell (Principal)	John Henderson
Karen McGahan	Ann Hill
Delia Holland	
In Attendance	
Lorraine Grierson	Karen Hunter
Dorothy McMinn – (Note taker)	Scott Proctor
Steve Uphill	Billy Currie, Head of Corporate Services – Item 10 only
Apologies for absence	
Andy Glen	

Item 1	Welcome and Apologies for Absence		
Verbal	Lead: H. Carr	Action Requested	Note
Discussion	The Chair welcomed everyone to the meeting. Apologies for absence were noted for Andy Glen. The Secretary to the Board confirmed that the meeting was quorate.		

Item 2	Declaration of Interest		
Verbal	Lead: H. Carr	Action Requested	Note
Decision/Action	Members agreed to indicate declarations of interest as appropriate throughout the meeting.		

Item 3	Minute of the last meeting held on 17 November 2020		
Paper No: FGP16.02-A	Lead: H. Carr	Action Requested	Note
Discussion	The Minute of the meeting held on 17 November 2020 was approved. No matters arising.		
Decision/Action	The Committee approved the Minute of the previous meeting.		

Item 3.1	Action Log		
Paper No: FGP16.02-B	Lead: H. Carr	Action Requested	Note
Decision/Action	Members noted the content of the action log provided.		

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Item 4			
Matters Arising not on the Agenda			
Paper No: Verbal	Lead: H. Carr	Action Requested	Note
Discussion	<p>Item 5 - It was confirmed that the financial statements for Dumfries and Galloway College had been signed off by the Chair and Principal of Dumfries and Galloway College and submitted to Scottish Funding Council in advance of the due date of 31 December .</p> <p>Item 8 - It was agreed that documentation relating to Board member expense claim policy would be circulated to members.</p> <p>It was noted that the Quality Department had now been renamed Performance Department. A full review of all policies and procedures was currently being carried out and would provide clear focus on who had responsibility for each policy/procedure. The review would also determine if there were any gaps in policy/procedures and further action required.</p> <p>...</p> <p>Item 10 - Strategies and KPIs would be discussed as a separate agenda item.</p> <p>Item 11 - A financial update would be given by SP later in the meeting.</p>		
Decision/Action	<p>The Secretary to the Board would circulate expense claim policy to all Board members.</p>		

Item 5			
Financial Update			
Paper No: FGP16.02-C	Lead: S. Proctor	Action Requested	Discussion
Discussion	<p>SP reported that the format of the financial update had been altered, to provide greater focus. It was SP's intention to provide a more indepth view of College finances going forward and this would include departmental data. This would ensure that members were given full transparency around the College financial position.</p> <p>The report summarises key aspects of the College Management Accounts and provides a forecast for a range of scenarios moving forward.</p> <p>...</p> <p>JC advised that an announcement by the First Minister on the return of schools was expected. Senior Phase pupils would return on 22 February 2021 and under normal circumstances would return to the College but this could not happen at present. The decision had been taken to return only time critical and practical subjects to College from 22 February 2021 and, as always, the safety of both staff and students would remain at the fore. It is not expected that a full return to campus would be possible before Summer 2021, or indeed by the start of the new academic year. A restricted blended learning model would remain in place. ...</p>		
Decision/Action	<p>The content of the report was noted. JC would circulate Task Force documentation to members.</p>		

Item 6			
Staffing Costs Update			

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Paper No: FGP16.02-D	Lead: S. Uphill	Action Requested	Discussion
Discussion	<p>The report provided an update on the cleansing of Payroll and HR data, which would result in aligned baseline staffing costs. The project continued, with final re-categorisation of payroll being actioned in February 2021, after which the updated data would flow through to the financial ledger. It was proposed to carry out the same exercise relating to income, to analyse what revenue is received departmentally.</p> <p>...</p> <p>Graphs contained within the report outlined headcount, FTE and annualised costs at December 2020 and would be updated at the end of February 2021. The staffing split would be taken to a much lower level, which would enable more detailed reportage.</p> <p>...</p>		
Decision/Action	<p>The content of the Staffing Costs update was noted.</p>		

Item 7	Systems and Infrastructure Strategy and KPIs		
Paper No: FGP16.02-E	Lead: L. Grierson	Action Requested	Approval
Discussion	<p>The Committee were informed that following several amendments, the revised Systems and Infrastructure Strategy and associated KPIs had been scrutinised and approved by the SLT on Wednesday, 10 February 2021. The Committee was asked to approve the Strategy and associated KPIs.</p> <p>Billy Currie, Head of Corporate Services had completed a review of the Strategy and KPIs for Systems and Infrastructure and the strategy now included a focussed framework.</p> <p>It was noted that all strategies were dynamic documents, being operational and aligning fully with Ambition 2025. If there were any amendments to Ambition 2025, the strategies would be reviewed to ensure they remained in alignment.</p> <p>...</p>		
Decision/Action	<p>The Committee approved the Systems and Infrastructure Strategy and KPIs. SU agreed to correct the typographical error on page 3 of the document and recirculate.</p>		

Item 8	Strategic Risk Register		
Paper No: FGP16.02-F	Lead: L. Grierson	Action Requested	Approval
Discussion	<p>The Secretary to the Board spoke to the Strategic Risk Register, reporting on the risks pertinent to the F&GP Committee.</p> <p>There were 4 risks which were specific to the F&GP Committee, 3 of which were rated amber or above. ...</p> <p>The Secretary to the Board confirmed that a full review of the format of Risk Registers was being carried out. It was considered important that risks be presented to the highest level to allow full transparency.</p>		

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Decision/Action

DH asked whether the inability of students to complete qualifications was highlighted sufficiently within the risk register. SU advised that this was monitored through the Covid Tracker and is dependent on access to the building for practical delivery.

Members approved the Risk Register.

Item 9	Corporate Services Update		
Paper No: FGP16.02-G	Lead: S. Uphill	Action Requested	Note
Discussion	<p>SU, Interim Vice Principal Corporate Services and Strategic Planning, provided the Committee with an update on the work of Corporate Services, IT and Administration Teams.</p> <p>The majority of the work carried out by the Estates Team related to ensuring that the campus' were COVID safe.</p> <p>The IT Team had been central to enabling the successful delivery of online teaching. CR, ICT Manager was currently looking at the use of "soft phones" within the organisation.</p> <p>Document security whilst staff were working remotely was discussed and LG confirmed that staff were advised to use locked cabinets.</p>		
Decision/Action	The Committee noted the content of the Corporate Services Update report.		

Item 10	Climate Emergency Update		
Verbal	Lead: W. Currie	Action Requested	Note
Discussion	<p>BC, Head of Corporate Services, provided a verbal update to the Committee on the Climate Emergency Action Plan. It was noted that:</p> <p>The College was working with EAUC and wider partners around Climate Emergency.</p> <p>There had recently been a refresh of the College Climate Emergency Working Group, which had resulted in a good mix of members. The work of the group would cascade, in order to embed Climate Emergency within the curriculum.</p> <p>A number of projects had been postponed due to COVID, e.g. use of electric vehicles.</p> <p>The use of technology during COVID was considered a positive, less transport, etc.</p> <p>The College Climate Emergency Action Plan was currently being reviewed and an update would be provided at a future meeting.</p> <p>The Estates Team were measuring the College carbon footprint, using a standard template. Measurements would include reviewing business travel, fleet usage, electricity & gas use, waste streams, water use and refrigeration. There had been an improvement during 2019 and this had been as a result of boiler renewal at both campuses and updating kit within workshops.</p>		

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JC commended SU and BC on the work carried out in this area and advised that the College were submitting entries to the Green Gown Awards 2021 in the following areas:

- Sustainability Institution of the Year
- Next Generation Learning and Skills

The College continues to collaborate with colleagues at Dumfries and Galloway Council around Climate Emergency.

Decision/Action

The Committee noted the verbal update provided by BC.

Item 11	Any Other Business		
Verbal	Lead: H. Carr	Action Requested	Note
Decision/Action	No other business raised.		
	KM commended the Executive Leadership for the improved and informative information provided to Board and Committee members		

The date of the next Finance and General Purposes Committee Meeting is scheduled for 25 May 2021 at 12:00noon.