

Board of Management Finance and General Purposes Committee

Minute of the Meeting of the Finance and General Purposes Committee of the Board of Management of Dumfries and Galloway College, held on Tuesday 17 September 2019 at 12 noon in Zest, Dumfries Campus.

Present: Karen McGahan (Chair) Sue Livermore
Joanna Campbell

In attendance: Dawn Tait, Finance & Procurement Officer
Andy Glen, Vice Principal Business Development & Corporate Services
Brian Johnstone, Regional Chair
Ann Walsh, Board Secretary

Minute Taker: Heather Tinning, Executive Assistant

Apologies: John Henderson Ros Francis
Delia Holland (Observer)

1 Welcome and Apologies for Absence

The Chair welcomed all to the meeting. Apologies for absence were intimated on behalf of John Henderson, Ros Francis and Delia Holland (who would have attended as an observer).

The Board Secretary confirmed the meeting was not quorate. Although three committee members were present, the meeting was not quorate as only one committee member present was a non-executive Board Member. (The Quorum for the Finance and General Purposes Committee is three, of whom two are to be non-executive Board Members).

Although decisions cannot be made at the meeting due to not being quorate, members confirmed that they were happy for the meeting to go ahead and to proceed with the discussions, and to seek approval via email following the meeting for items requiring a decision. Decisions will be taken forward if approvals received are quorate.

Members present discussed the importance of the work of this committee and were concerned that the meeting was not quorate and discussed ideas that may help to improve attendance. Suggestions included an increase in numbers or a change in meeting time. The Regional Chair confirmed that these options could be discussed at the Board Development Committee.

Action: Discussion regarding membership of committees and options for timings of Board and Board Committee meetings to be included on the Board Development Committee Agenda

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting. Brian Johnstone confirmed his attendance, as Regional Chair of the Board.

3 Minute of Meeting of 14 May 2019

No amendments were required to be made to the Minute of the Finance and General Purposes Committee meeting held on 14 May 2019. Approval to be sought via email.

Action: The Board Secretary to email to Finance and General Purposes Committee members to seek their approval.

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4 Matters Arising/Action Monitoring Log - not included on the agenda

- 5) The Board Secretary confirmed that the Timetable of Works had been updated
- 7i) The Head of Curriculum is working on the Service Agreement to pass on responsibility to Dumfries and Galloway Council for the Spokes
- 7ii) The Head of Corporate Services and Project Manager to follow up with Bells Construction, to ensure that the college is not paying VAT on equipment that could be VAT exempt
- 8) The 2018/19 Flexible Workforce Development Fund (FWDF) allocations had been finalised. The Head of Finance and Head of Business Development will look at the FWDF going forward. The Income is included in the External Development Report.
- 11i) The Zero-based budgets are still being finalised, due to an additional review of the work undertaken. The final document will be completed by the 27th September.

Action: The Final document to be circulated to the Finance and General Purposes Committee requesting approval from members to recommend to the Board

4.2 Timetable of Work

The Board Secretary reported that the only change had been to remove the Student Association budget from the timetable of work for the committee.

5 College Aged Debt Annual Report (includes approval for write offs)

Confidential for committee members only

6 National Bargaining Update

The Vice Principal Business Development and Corporate Services provided an update on National Bargaining, including:

- An agreement was reached between EIS and Management, awarding Lecturers a £1500 consolidated award, this being an increase of 7-9%
- Support services pay rise between 2-3%
- The impact on the staffing budget is covered within agenda item 8

Members noted the position.

7 SoSEP Project Update

The Finance & Procurement Officer spoke to the report which had been issued, highlighting key points:

- In terms of monitoring spend and re-forecasting, there is a slight delay in the build
- The college is on target to spend all money by 31 March 2020, within budget
- All money has been drawn down. The Scottish Funding Council request a cash flow on a monthly basis
- There will be a retention held by college

Members noted the SoSEP Project update.

8 Financial Update

The Finance & Procurement Officer spoke to the report which had been issued, highlighting key points:

- The Auditors are due in to college from Monday 30th September for two weeks to undertake an External Audit of the Financial Statements

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- The Cash flow projections have been completed for the year. Cash flow returns are monitored monthly
- ...
- ...
- ...
- Recent reductions have been made in college hospitality spend. All hospitality spend is now authorised by Head of Services and Budget Holders only

Action: The Board Secretary to seek any comments from Finance and General Purposes Committee members on the Finance Update

Members noted the Financial Update.

9 Estates/Facilities Update (to include Carbon Management Plan)

The Vice Principal Business Development & Corporate Services provided an update to members, highlighting key points, including:

- The college has achieved an overall reduction of around 23% in 3 years. This is impressive and has exceeded the target set by the government of 20% in 5 years.
- The Vice Principal also reported on other sources of energy saving which the college have invested in including Ground source heat pump system, rain water harvesting and tesla wall
- The sports hall in the Dumfries Campus has new efficient LED lights

Discussion followed on how the college shares and promotes the good news in terms of Carbon Reduction with wider stakeholders.

Members thanked the Vice Principal for the update and recognised the excellent work undertaken by the college.

10 Colleges Scotland Draft Submission to the Scottish Government's Spending Review 2020/2021

The Principal spoke to the Colleges Scotland draft submission to the Scottish Government's Spending Review of 2020/2021 – 2022/23. The Principal also reported on key pieces of work being undertaken to analyse both the societal and the economic impact of the college sector. The Principal also advised that there will be an increased focus on upskilling and reskilling.

11 External Development – Income and Expenditure

The Vice Principal Business Development & Corporate Services spoke to the report which had been issued, highlighting key points:

- ...
- ...
- The Vice Principal advised members that he is looking at efficiencies and increasing fee income moving forward

Decision:

Members noted the External Development Income and Expenditure for the year ended 31 July 2019

Actions:

- The Finance & Procurement Officer to provide a comparison of two year's figures including a split of Fees and Contracts to the Board Secretary for distribution to the committee
- The SDS contract to be available for members at the next Finance and General Purposes Committee in November

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12 5-Year Financial Forecast Return (FFR) to SFC CONFIDENTIAL PAPER TO COMMITTEE MEMBERS ONLY

13 Strategic Risk Register

The Principal spoke to the Strategic Risk Register, which had been issued, identifying the following changes:

- 2.2 – Failure to achieve institutional sustainability
 - increased to high risk, in light of increased staffing costs following nationally agreed Lecturer pay settlement and increased pension costs
- 3.5 – Industrial Relations Problems (including industrial action)
 - reduced from a high risk of 20 to 4
- 3.9 – Failure to reach aspirational standards in learning, teaching and service delivery
 - Various measures are in place
- 3.12 – Failure to reach contractual agreement with CITB regarding delivery of Construction related Apprenticeships
 - This risk has been reduced, following agreement reached with CITB

Action: The Board Secretary to seek approval from Finance & General Purposes Committee members to approve the Strategic Risk Register

14 Any other business

14.1 Financial Costs

Confidential to committee members.

15 Date and Time of Next Meeting

The date and time of the next Finance and General Purposes Committee is Tuesday 19 November 2019 at 12 noon.