

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 19 November 2019 at 12 noon in 1074b, Dumfries Campus.

- Present:** Karen McGahan (Chair) Sue Livermore
Joanna Campbell John Henderson
Delia Holland
- In attendance:** Karen Hunter, Head of Finance
Brian Johnstone, Regional Chair
Ann Walsh, Board Secretary
- Minute Taker:** Heather Tinning, Executive Assistant
- Apologies:** Andy Glen, Vice Principal, Business Development and Corporate Services

1 Welcome and Apologies for Absence

The Chair welcomed all, in particular Delia Holland to her first meeting as a Member of the Finance and General Purposes Committee, following approval at the Board of Management meeting on 8 October. Apologies for absence were intimated on behalf of the Vice Principal Business Development and Corporate Services.

The Board Secretary confirmed the meeting was quorate.

2 Declaration of Interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Meeting of 17 September 2019

The Minute of the Finance and General Purposes Committee meeting held on 17 September 2019 was approved.

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

4.1 Meeting of 14 May 2019

- **Agenda Item 7.1** – Ownership of the Assets in terms of the spokes
The Head of Corporate Services has been in discussion with Dumfries and Galloway Council. Any Equipment will not be passed over until a Service Level Agreement has been signed. In answer to a question, the Head of Finance confirmed that the Agreement will cover maintenance.
It was noted that the date for this action to be completed was end of December 2019
- **Agenda Item 8** – Flexible Workforce Development ...

4.2 Meeting of 17 September 2019

As the meeting was not quorate on 17th September, the following items were approved by email with a quorate number of committee members:

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Approvals Received by email post meeting:

- Minutes of the meeting held on 12 May 2019 – Approved
- Agenda item 5 - Aged Debt Annual Return, request for debts to be written off, as listed within 6.1 of the paper - Approved
- Agenda Item 12 - CONFIDENTIAL Paper to Committee Members – Financial Forecast Return (FFR) 2019/20 – 2023/24: approval required to recommend to the board – Approved

- **Item 1- Timing of meetings**

The Principal advised that the timing of returns to the SFC will not change

Action: The Board Secretary to look at the schedule of meetings for next year

- **Agenda Item 4 - Revised budget 2019-20 ...**

- **Agenda Item 11: 11ii - SDS contract**

Actions:

- The Head of Finance to provide a Report on Volume of SDS Activity to the next F&GP Committee meeting
- Include an Update on Commercial/Non SFC Activity as a Standing Item for this Committee on the Agenda. The Business Development Team to provide an update, for which the Vice Principal Business Development and Corporate Services will report on at the meeting.

- **Agenda Item 12: 12i - FFR**

- **Agenda Item 12: 12iii - Transformation Plan**

Action: The Principal to provide a Progress Update at the Board meeting on 10 December 2019

5 National Bargaining Update

The Principal spoke to the report received from the Interim Head of Human Resources. The details included in the report follows an update from the recent Employers Association Residential which the Principal and Interim Head of Human Resources attended on the 13th and 14th November.

The Principal advised that there was a focus on organisational change, with presentations from Dundee & Angus and Fife Colleges. There are still a significant number of National Support Job Evaluation questionnaires outstanding across the college sector, with our college being in the minority that has submitted all of their evaluations. The analysis of these has now started, which is expected to take 12 months to complete. ... JG, Head of Unison, reported on linking in Job Evaluation with Fair Work National Policy.

A SLWG has been formed to look at Remuneration of Principals across the sector, potentially bringing Principal's terms and conditions into National Bargaining. Colleges Scotland are leading on this. EIS have indicated through the Employers Association that they will be putting a proposal forward in February for their next Cost of Living wage increase.

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Action: The Principal will present a paper at the next Remuneration Committee in terms of Remuneration of Principals across the sector

Members noted the contents of the report.

6 SOSEP Project Update

The Head of Finance spoke to the report which had been issued, advising that:

- ... All monies to be spent by March 2020
- The Retention will be very low at approximately 2%
- The additional cost for the Henry Duncan Building is still being discussed, with the budget being reviewed daily. To manage within budget has required a review of some of the furniture in the Henry Duncan Building

The Principal reported on some of the issues relating to the delay in the build at Dumfries including the moving of the Fibreoptic cable. She reported the latest completion date of 6th December. The Head of Corporate Services is getting a daily de-brief on progress. The Principal was pleased to report that the cladding is going up today. ... The Stranraer build is finished, currently waiting on completion certificate from building control.

Members noted the position.

7 Strategic Risk Register

The Principal spoke to the report which had been issued.

Members agreed the following change to risk 3.11:

(Failure to meet the deadlines in our successful bid to SOSEP regarding the provision of Hub and Spoke model for Engineering, Construction and Care)

- Amend to read Further scrutiny through Project Programme Board
- Identify F&GP in Responsibility/Committee Oversight Column
- Re-visit wording around the risk
- Maintain Amber as residual Post Mitigation
-

Action: The Principal to update the Strategic Risk Register

8 Financial Update

8.1 Financial Update – October 2019

The Head of Finance spoke to the report which had been issued, highlighting key points:

- A Financial Update will be presented at fortnightly Senior Leadership Team meetings, including a list of budget change requests for SLT to consider and agree going forward

Confidential to committee members.

Action: The Head of Finance to present the Cash Flow Forecasts for the next 12 months at the Finance and General Purposes meeting on 25 February 2020

Members noted the Financial Update.

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8.2 2019 Financial Statements

The Head of Finance spoke to the Draft Financial Statements for the Year Ended 31 July 2019, advising that the format of accounts and disclosures are unchanged from last year. She advised that there had been no changes following the recent Audit, only one adjusted error. The Head of Finance advised that the SFC require to approve the underlying results with colleges before publication.

Members discussed Travel and Expenses and asked for a review of the procedures. The Principal advised that the Travel Expenses Policy would be discussed with the Senior Leadership Team.

Members discussed and provided points of clarity for the narrative, for the Head of Finance to take forward.

...

Actions:

- F&GP Committee Members to feedback any comments from the Disclosures in the Governance Report to the Head of Finance prior to 29th November
- The Head of Finance to update the Year-End Accounts, following points raised by members
- The Head of Finance to seek additional information from the Head of Corporate Services with regards Environmental Sustainability Reporting/Climate Emergency
- The Principal and Head of Finance to provide an update on the Travel Expenses Policy at the next F&GP Committee, following discussion at the Senior Leadership Team meeting

9 Annual Report to Board from F&GP Committee

The Head of Finance spoke to the report which had been issued, advising that the report includes key information of the Committee's activities during the Financial Period 2018-19, including:

- Discussions and decisions
- Work of committee
- ...
- Budget and Annual Accounts, which is an area the Committee look at on a regular basis

The Annual Report will be presented to the Board of Management at the meeting on 10th December 2019. The Head of Finance asked members to confirm any necessary revisions to allow a final version to be prepared for submission to the Board.

Actions:

- Members to advise the Head of Finance of any points for clarity prior to 29th November
- The Head of Finance to update the Annual Report, including points raised by Members today
- ...

Members noted the Annual Report to the Board.

10 Any other business

None.

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11 Date and Time of Next Meeting

The date and time of the next Finance and General Purposes Committee is Tuesday 25 February 2020 at 12 noon.