

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 25 February 2020
12 noon in 1074b, Dumfries Campus.**

Present:	Karen McGahan (Chair)	Sue Livermore
	Joanna Campbell	John Henderson
	Delia Holland	Ann Hill
In attendance:	Karen Hunter, Head of Finance	
	Brian Johnstone, Regional Chair Penny Davies, Interim Board Secretary	
Minute Taker:	Alex Elkins – Executive Assistant	

1 Welcome and Apologies for Absence

The Chair welcomed all to the meeting, in particular Karen McGahan formally introduced Penny Davis interim secretary to the Board.

The Board Secretary confirmed the meeting was quorate. No apologies were noted.

2 Declaration of Interest

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

3 Minute of Meeting of day 19 November 2019

The Minute of the Finance and General Purposes Committee meeting held on **19 November 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 – in answer to a question regarding software for the Spokes, JC Confirmed that spokes schools would be using Moodle and open source software.

5 – National bargaining Update

JC confirmed that there is short life working group looking at the remuneration for Principals. J C will update the committee and the Remuneration Committee will meet if necessary, to consider NRPA outcomes.

8.1 – Travel and expenses

KM reported that a meeting planned to discuss policy had not taken place.

KH confirmed that the internal audit had taken place and she had received verbal feedback and was awaiting publication of the report, which will include the Board travel expenses.

It was agreed that board members would submit expenses within a three-month period, not twelve months, as had sometimes been the case, thus impacting on financial management and cashflow. This would be in line with staff expense provision.

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The meetings schedule for session 20/21 was discussed and needs to allow adequate time for the committee to discuss the Financial Forecast Returns before submission to the SFC.

ACTION: - KH will bring the Audit Report to the next F&GP meeting.

ACTION: - PD to progress the meetings schedule for session 20/21 allowing time as per discussion.

5 SOSEP Project Update

KH gave a verbal update of the South of Scotland Economic Partnership project and the following points were noted: -

- Some of the final bills for the project were outstanding with retention currently sitting at 1.5%, KM queried the figure and it was agreed that KH would look into this further including expenses from the architects.
- AG confirmed that final completion certificates for the engineering area were expected imminently.
- The recent launch of the Care and Stem hub was discussed and considered a successful event. Members were impressed with the quality of the VC link with both Borders College and Stranraer Campus. The deputy first minister had commented that it was a 'world class facility' and there was a mention of the opening in parliament.
- AG confirmed the appointment of the STEM Hub and Events Co-ordinator KD. Courses which were being designed for delivery include an HNC Electrical Engineering, 'Reablement and 'Crest' courses with other short courses planned.
- KH reassured the committee that changes to the purchasing of furniture and cuts to the 'nice to have' items will ensure the SoSEP budget remains on target. Staff costs had been included in the figures.
- ...

6 Business Transformation Plan – Voluntary Severance Scheme

JC spoke to the report on the Transformation Plan, the following key points were noted: -

- The Voluntary Severance Scheme ... was subject to approval from the Board of Management (3 March 2020) and the Scottish Funding Council.
- The Remuneration Committee had agreed the scheme on 11 February 2020.
- It was confirmed that no feedback had been received from the SFC with regard the financials of the scheme.
- ... Following approval of the scheme there will be a 30-day consultation period, after which the College will move forward with restructure with the VS scheme opening on the 20 April.
- JC confirmed that no funding was available to support the VS Scheme.
- ...

The committee noted the scheme.

7 Financial Update, Management Accounts

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KH spoke to the report showing results for the period to December 2019. The report highlighted the new budget requesting procedures and chain of approval. Other key points included: - Confidential to Committee members ...

- The budget will be discussed at the Board meeting on the 24th March 2020.

8 Cash Flow Forecasts for 2020-21

KH advised the committee that the College was waiting for the budget allocation and the report was based on last year's forecast return. KH will provide an update following receipt of the grant allocation from the Scottish Funding Council at the beginning of April.

Action: - KH to report Cash Flow at the next F&GP meeting.

9 Financial Forecast Return

KH spoke to the report which had been issued.
Confidential to committee members ...

10 Commercial/ Non-SFC Activity

KH spoke to the report which had been issued and confirmed that work had been undertaken with AJ, Head of External Development, to identify income. It was recognised that some areas were reliant on credit funding including Vocational Qualifications and Modern Apprentices.

A discussion took place around the potential for revenue from external development, the risk from changes to the Flexible Workforce Development Fund and the potential to realise greater value from this fund.

The committee were agreed that there was potential for this area of income and one member expressed a desire to see the College give greater focus on providing full cost recovery courses.

...

The committee noted the report.

11 Cyber Resilience Update

AG gave a verbal update on Cyber Resilience, and the following points were noted: -

- The College continues to work with HEFESTIS and are involved in the 'information security working group' which identifies issues and remediation as needed.
- ... AG confirmed that the College's cyber defences have been checked.
- The College has 'cyber essentials accreditation' and fully expect to achieve this for the coming session.
- A discussion took place around the activity and risks to cyber security. ... AG reassured the committee of the work being undertaken behind the scenes by the ICT team but commented that investment is needed.
- It was confirmed that Board members would be offered a training session and IPAD clinic prior to the Board meeting on the 24th March.

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The Chair welcomed the training on AdminControl. It was confirmed that RF should no longer have access to F&GP on AdminControl since she had stepped down as chair.

ACTION: - The executive Assistant to remove RF from F&GP on AdminControl.

12 Strategic Risk Register

JC spoke to the Strategic Risk Register, which had been issued.

It was agreed that the committee would request that a health and safety report be included on the F&GP agenda for the next meeting.

The committee agreed a review of the agenda to ensure focus and alignment with the terms of reference for the committee.

ACTION: - PD to report on the terms of reference for the Committee at the next meeting.

ACTION: - PD will advise the Chair to include The Health and Safety Report to the agenda for the next meeting.

13 Draft Budget 20/21

JC gave a verbal update on the draft budget. Scottish Government announced a draft budget some weeks ago and the SFC will agree the budget by 2 April 2020. The backlog funding had not been included. JC had attended a meeting of all college principals and felt the communication had been overly optimistic.

It was reported that a shortfall identified due to the care experience bursary would be distributed equitably between all Colleges in Scotland for a pension uplift between April and July.

Members discussed the recent communication from Colleges Scotland.

14 Any other business

None

15 Date and Time of Next Meeting

The date and time of the next Finance and General Purposes Committee is Tuesday 12 May 2020