

Finance and General-Purpose Committee 18.11.21

DRAFT MINUTE OF MEETING HELD ON 18 November 2021 AT 16:00 HRS VIA MS TEAMS

Present

Richard Nash (Chair)	Sue Livermore	Hugh Carr
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In Attendance

Scott Proctor	Lorraine Grierson	Alexandra Elkins – (Note taker)
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Apologies for absence

Joanna Campbell (Principal)	Gillian Brydson	Rob Orr
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Item 1	Welcome and Apologies for Absence		
Verbal	Lead: Richard Nash	Action Requested	Note
Discussion	The Chair welcomed everyone to the meeting and apologies for absence were noted on behalf of Joanna Campbell, Rob Orr and Gillian Brydson. The Secretary to the Board confirmed that the meeting was quorate.		

Item 2	Declaration of Interest		
Verbal	Lead: Richard Nash	Action Requested	Note
Discussion	Members agreed to indicate declarations of interest as appropriate throughout the meeting. A declaration was noted by Richard Nash at item 12.		

Item 3	Action Log		
Paper: FIN1121-A	Lead: Richard Nash	Action Requested	Note
Discussion	It was confirmed that all actions had been completed.		
Action	The Committee noted the action log		

Item 4	Minute of the last meeting held on 26 August 2021		
Paper: FIN1121-B	Lead: Richard Nash	Action Requested	Note
Discussion	The Minute of the meeting held on 26 August 2021 was recorded as an accurate record.		
Action	The Committee approved the Minute of the previous meeting.		

Item 5	Matters Arising not on the Agenda		
Verbal	Lead: Richard Nash	Action Requested	Note
Discussion	No matters were discussed.		

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Item 6	Annual Statutory Accounts		
Paper: N/A	Lead: S. Proctor	Action Requested	Discussion
Discussion	<p>The VP, Finance and Commercial Services provided a verbal update to members and explained that the external audit report had not been provided in time for the meeting, however, verbal confirmation from the external auditors had suggested that no additional issues were anticipated.</p> <p>...</p>		
Decision	The External Audit report would be circulated to the Committee members when it became available, and feedback to be provided to the auditors as required.		
Action	The External Audit report will be circulated to the Committee. LG/SP		

Item 7	Finance Update		
Paper: FIN1121-D	Lead: S. Proctor	Action Requested	Discussion
Discussion	Confidential - Committee members only.		
Decision	A short summary appendix of the management accounts, no greater than 2 pages would be included in future reports. SP		
Action	Appendix to be added to include the management accounts – SP The Committee noted the report.		

Item 8	Summary Contribution Report		
Paper: FIN1121-E	Lead: S. Proctor	Action Requested	Discussion
Discussion	Confidential - Committee members only.		
Decision	A sample report on those departments showing major variances would be provided.		
Action	A sample summary report would be provided as discussed. SP The content of the report was noted.		

Item 9	Overarching Strategy for the Transformation Programme		
Paper: FIN1121-F	Lead: Scott Proctor	Action Requested	Discussion
Discussion	<p>The new Business Transformation Digital Services Roadmap had been provided in draft and would be subject to SLT review and approval.</p> <p>Confidential - Committee members only.</p>		
Decision/Action	The Committee noted the update.		

Item 10	Strategic Risk Register		
Paper: FIN1121-G	Lead: L. Grierson	Action Requested	Approval
Discussion	<p>Lorraine Grierson reported on the two risks assigned to the Finance Committee.</p> <ul style="list-style-type: none"> ➤ Risk 3 – Failure to Achieve Institutional Sustainability – grading has been reduced from 20 to 15 which is still significant, but this reflects the budget forecast. 		

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	<ul style="list-style-type: none"> ➤ Risk 7 – Failure to achieve industrial relations – there had been no change to this grading as a minor risk. <p>A discussion on the determination of the risks, their likelihood and the Committee's appetite for risk took place and it was agreed to change the residual risk likelihood from 5 to 3 and impact from 3 to 5.</p> <p>A query was raised in Risk 7 regarding the term 'Prevent training', which was confirmed as anti-terrorism training but further clarity on the item was requested.</p>
Decision	Further clarification would be provided in relation to the term 'Prevent training'. Residual grading to be amended to 3 and 5
Action	The Committee approved the Risk Register with the changes as discussed.

Item 11	Terms of Reference / Agenda cycle		
Paper: FIN1121-H	Lead: L. Grierson	Action Requested	Approval
Discussion	<p>The Terms of Reference would be reviewed annually and item 1.3.26 'To receive and review progress reports for Corporate Parenting and Safeguarding' was discussed. It was suggested this was more suitable for the Learning and Teaching Committee and would be presented to the Board of Management for discussion.</p> <p>A change was requested from 'occupational' to read 'organisational'.</p>		
Decision	The item 1.3.26 will be included for discussion with the Board of Management.		
Action	<p>LG would amend the wording as detailed.</p> <p>Item Corporate Parenting and Safeguarding would be included for comment at the next Board of Management meeting.</p>		

Item 12	Corporate Services Update		
Verbal	Lead: S. Proctor	Action Requested	Note
Discussion	Confidential - Committee members only.		
Action	<p>...</p> <p>The Committee noted the verbal update.</p>		

Item 13	Human Resources Update		
Verbal	Lead: Alex Killick	Action Requested	Note
Discussion	<p>The Committee were informed that work had been ongoing to progress 'Transformation'. Consultation meetings with staff had taken place and implementation was on track for the end of the year. There had been no update regarding National Pay at the time of the meeting. It was confirmed that industrial action had previously impacted the College. It was also stated that increasing pension contribution costs remained a concern.</p> <p>It was reported that COVID outbreaks had been well contained, the Business Continuity Group had met regularly... A proportionate response had been adopted by the College and higher visibility of lateral flow testing would be introduced.</p> <p><u>Wellbeing</u></p> <ul style="list-style-type: none"> ➤ There is a significant improvement in staff absence, with a reported rate of 3%, however, caution was advised as staff absence reportage may have been 		

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impacted due to staff working from home and work-related stress had shown a reduction.

- No reports of RIDDOR incidents had been provided and confirmed that no incidents had occurred.
- The Leadership Training Programme had progressed well.
- The outcome of the Values and Behaviours project would be presented to the Board of Management.
- Succession planning would be included in the wider Workforce 2025 planning.

The Chair asked about long-term absence compared to short term absence and detail of the managed process was provided.

The Committee provided feedback and were content with the selection of key elements and narrative, the following additional data was requested.

- Staff turnover,
- Staff grievances raised,
- Number of staff disciplinaries,
- Breaches of diversity training.

It was recommended that temperature tests of the workforce should be taken regularly, and Alex Killick agreed to provide recommendations for engagement tools for this purpose which the Committee welcomed.

Equality and Diversity Update

The Chair commended Sue Livermore for the consolidated report and it was confirmed that an annual report would be provided.

Action

Additional staff information to be provided by HR

Item 14	Any Other Business		
Verbal	Lead: Richard Nash	Action Requested	Note
Discussion	No items were discussed.		

The date of the next Finance and General Purposes Committee Meeting is scheduled for 17 February 2022 at 16:00hrs.