

## Finance and General-Purpose Committee 26.08.21

DRAFT MINUTE OF MEETING HELD ON 26 AUGUST 2021 AT 16:00 HRS  
REMOTELY VIA MS TEAMS

### Present

Richard Nash (Chair)	Sue Livermore
Joanna Campbell (Principal)	Hugh Carr
Gillian Brydson	

### In Attendance

Scott Proctor	Lorraine Grierson
Alex Elkins – (Note taker)	

### Apologies for absence

Rob Orr	
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### Item 1 Welcome and Apologies for Absence

Verbal	Lead: Richard Nash	Action Requested	Note
Discussion	Richard Nash welcomed everyone to the meeting, apologies for absence were noted for Rob Orr. The Chair 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. No declarations were noted.		

### Item 3 Action Log

Paper: FIN0821-A	Lead: Richard Nash	Action Requested	Note
Discussion	In relation to item 2 of the action log, the Chair confirmed that the budget would not be included in the agenda for the Board Development Day. It was noted that guidance from the Scottish Funding Council had been received on 25 August 2021 therefore members agreed that the updated budget report would be circulated to members by email in advance of the Board of Management meeting on 28 October 2021.		
Decision	The budget would be circulated to the committee by email, for approval, in advance of the Board of Management meeting on 28 October 2021.		
Action	SP to circulate the budget report for approval to committee members by email. SP		

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<b>Item 4</b>	<b>Minute of the last meeting held on 01 July 2021</b>		
Paper: FIN0821-B	Lead: Richard Nash	Action Requested	<b>Note</b>
Discussion	The Minute of the meeting held on 01 July 2021 was approved as an accurate record.		
Action	<b>The Committee approved the Minute of the previous meeting.</b>		

<b>Item 5</b>	<b>Matters Arising not on the Agenda</b>		
Verbal	Lead: Richard Nash	Action Requested	<b>Note</b>
Discussion	No matters arising.		

<b>Item 6</b>	<b>Finance Update</b>		
Paper: FIN0821-C	Lead: S. Proctor	Action Requested	<b>Discussion</b>
Discussion	Confidential – Committee Members only		
Decision			
Action			

<b>Item 7</b>	<b>Budget Update</b>		
Paper: FIN0821-D	Lead: S. Proctor	Action Requested	<b>Discussion</b>
Discussion	SP introduced the budget update and stated that recommendations had been received from the Scottish Funding Council (SFC) on 25 August 2021. Confidential – Committee Members only		
Decision	<b>The content of the budget update was noted.</b>		
Action	<b>SP to amend the table provided on page 2 for any further reports.</b>		

<b>Item 8</b>	<b>Financial Forecast for SFC</b>		
Paper: FIN0821-E	Lead: S. Proctor	Action Requested	<b>Discussion</b>
Discussion	Confidential – Committee Members only		
Decision/Action	<b>The Committee noted the update.</b>		

<b>Item 9</b>	<b>Commercial, Voluntary Severance Scheme, Efficiency Savings Update</b>		
Paper: FIN0821-F	Lead: S. Proctor	Action Requested	<b>Discussion</b>
Discussion	Confidential – Committee Members only		
Decision			
Action	<b>Hugh Carr, to consider 'pathways' item to be included in the Board of Management agenda.</b>		

<b>Item 10</b>	<b>Finance Strategy (KPIs) Growth and Innovation Strategy (KPIs)</b>		
Paper: FIN0821-E	Lead: S. Proctor	Action Requested	<b>Discussion</b>

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Discussion	Scott Proctor reported that all targets and forecasts had been met in relation to both Finance and Growth and Innovation strategies. Confidential – Committee Members only
Decision	A paper for KPIs relating to Human Resources, Systems and Infrastructure will be provided to the committee.
Action	SP to circulate a paper by email to the committee in advance of the Board of Management meeting in October 2021. SP to provide an example of Contribution reporting.

Item 11	Terms of Reference / Agenda cycle		
Paper: FIN0821-H	Lead: L. Grierson	Action Requested	Approval
Discussion	<p>LG reported that all committees had undergone a review of their TOR (“Terms Of Reference”) and a number of changes had been recommended with final approval made by the Board of Management. Several new items had been highlighted in red and the following was noted: -</p> <ul style="list-style-type: none"> <li>➤ Due to the diverse remit of the Committee, consideration for the membership of the Committee would be needed and an increase in members may be required to incorporate particular skills.</li> <li>➤ TORs are subject to change. The annual self-evaluation undertaken by the Committee would incorporate a review of the TOR.</li> <li>➤ The Committee agreed that the committee was responsible for good governance.</li> <li>➤ Several items relating to the College’s legal requirements, health and safety, cyber resilience and GDPR should be considered.</li> <li>➤ The Committee would seek to avoid being involved in too much detail and involvement at a strategic compliance level was recommended.</li> <li>➤ The Chair could not attend the Audit Committee however it may be beneficial for a member with a financial background to attend both F&amp;GP and Audit committees.</li> <li>➤ Items relating to Health and Safety should be elevated to Board of Management level.</li> <li>➤ The Committee review conducted by Professor Ron Hill, had recommended the introduction of health and safety and safeguarding champions.</li> <li>➤ The general structure of the Committee must mirror the terms of reference.</li> <li>➤ Further amendment of the TOR was needed.</li> </ul>		
Decision	It was agreed that Committee members would forward comments to LG with an update provided at the next F&GP meeting.		
Action	All - Feedback to be provided to LG.		

Item 12	Corporate Services Update		
Verbal	Lead: S. Proctor	Action Requested	Note
Discussion	<p>SP provided the Committee with an update. ...</p> <p>The Principal informed the Committee that SD had finished her interim position with the College and from Monday 23 August 2021, HC would act as Interim Head of Human Resources and Organisational Development supported by AK. A successful All Staff Conference had taken place with keynote speaker Atholl Duncan, author of ‘Leaders in</p>		

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	<p>Lockdown'. The conference had also launched the 'Values Project' with IM and a further update on the project would be provided.</p> <p>.... Staff were being encouraged to address students without masks on campus and a Business Continuity meeting had taken place and a trade union meeting was scheduled to manage developments. A press enquiry in relation to COVID had been received.</p> <p>The Committee supported the measures ...</p>
Action	<p>The Committee noted the verbal update.</p>

Item 12	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 18 November at 16:00hrs.*