



Finance and General-Purpose Committee 02.03.22

DRAFT MINUTE OF MEETING HELD ON 02 MARCH 2022 AT 16:00 HRS VIA MS TEAMS

Present

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

In Attendance

Douglas Dickson	Caroline Stuart (Chair BoM)	Lorraine Grierson
Alexandra Elkins – (Note taker)	Karen Hunter	Susan Paterson DPO (SPn)

Apologies for absence

Scott Proctor	William Currie	
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Item 1 Welcome and Apologies for Absence

Verbal	Lead: Richard Nash	Action Requested	Note
Discussion	<p>The Chair welcomed everyone to the meeting and apologies for absence were noted on behalf of Scott Proctor and William Currie.</p> <p>Attendees were informed that HC had recently been appointed Chair of the Audit Committee and as such would not normally attend the F&GP Committee however for the purposes of continuity, HC had been invited to attend the meeting.</p> <p>The Secretary to the Board confirmed that the meeting was quorate.</p>		

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: FGP03.22--A	Lead: Lorraine Grierson	Action Requested	Note
Discussion	It was confirmed that action 3 sample summary report was outstanding, item 4 'Prevent' training update was explained to members as staff training provided by Police Scotland around anti-terrorism. Plans for an update to the training had been communicated by Police Scotland.		
Action	The Committee noted the Action Log		

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Status: Approved

Item 4	Minute of the last meeting held on 18 November 2021		
Paper: FGP03.22--B	Lead: Richard Nash	Action Requested	Note
Discussion	The Minute of the meeting held on 18 November 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.		

Item 6	GDPR Update		
Paper: FGP03.22-C	Lead: Susan Patterson	Action Requested	Note
Discussion	<p>Data Protection Officer (DPO), SP joined the meeting providing an update on the College's annual compliance plan. It was stated that a number of compliance risks remained, including changes to legislation and cyber-attack. Recent work had focussed on several updates to policies and procedures, privacy notices and developing training resources for staff.</p> <p>It was noted that 45% of the compliance plan had been completed. The Chair of the Board of Management recommended the introduction of an action plan with RAG status, to include completion dates, leads and a suitable SLT sponsor. The Committee agreed to support this action with input from the DPO.</p> <p>.... Confidential to Members only.</p> <p>The Principal informed the Committee that a data readiness assessment had been completed, which had identified issues and agreed that a clear action plan was required.</p> <p>It was confirmed that the accountability tracker identified both actions and leads.</p> <p>A discussion followed on the governance roles and responsibilities of all staff within the College and the Committee advised that support be provided to staff to manage and ensure clarity on job descriptions and expectations.</p> <p>A query was raised on the availability of a forum to discuss granular information around governance and the introduction of an oversight 'Information Governance Group' had been identified as a requirement. The Committee endorsed the introduction of the group and the development of an associated action plan.</p> <p>One attendee commented that the report provided had indicated that the GDPR lead was in post and requested that the paper be provided to the correct Committee in advance of the Board Committee meeting.</p> <p>The Chair queried if Cyber security PEN (penetration) testing had been undertaken, this could not be confirmed at the time of the meeting. It was agreed that the DPO will discuss all actions with LG.</p> <p>H C joined the meeting at 16:43</p>		
Decision	The Information Governance Group would be introduced.		

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Action	<p>ACTION: - The DPO will discuss all actions with the Secretary to the Board. SPn/LG</p> <p>ACTION: - An information Governance Group would be formed. LG</p> <p>...</p> <p>ACTION: - The data readiness assessment to be shared with the DPO/LG - PGp</p> <p>The Committee noted the GDPR Update and actions.</p>
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Item 7	Finance Update		
Paper: FGP03.22-D	Lead: Karen Hunter	Action Requested	Discussion
Discussion	Confidential to members only.		
Decision			
Action	ACTION: - Karen Hunter to adopt requested changes to the report as detailed. KH		

Item 8	Commercial and Marketing		
Paper: FGP03.22-E	Lead: Karen Hunter	Action Requested	Discussion
Discussion	Confidential to members only.		
Decision			
Action	The committee noted the report.		

Item 9	Financial Forecast		
Paper: FGP03.22-F	Lead: Karen Hunter	Action Requested	Discussion
Discussion	<p>It was noted that the item had been raised at a previous Board of Management meeting in relation to the 'flat cash' SFC income budget position for the forthcoming 4-year period.</p> <p>The following items were noted: -</p> <ul style="list-style-type: none"> ➤ At the College Principals Group meeting on 22 Feb, additional funding from the SFC had been identified. ➤ ... ➤ Employer contributions rates and salary cost increases were not known at the time of the meeting. ➤ ... <p>SP and the Finance team were commended in the work undertaken with the forecasts.</p> <p>Confidential to members only.</p> <p>It was confirmed that the employer national insurance rates had been factored into the report.</p>		

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	The Committee inquired about the Transformation Project funding and additional detail was provided with assurance that the project was expected to lead to more streamlined processes in the future.
Decision	The Committee agreed with the undertaking of additional scenario planning.
Action	ACTION: - ACTION: - Scenario planning in relation to salary costs to be undertaken. KH

Item 10	Strategic Risk Register		
Paper: FGP03.22-G	Lead: L. Grierson	Action Requested	Approval
Discussion	<p>LG reported on the two risks assigned to the Finance Committee.</p> <ul style="list-style-type: none"> ➤ Risk 3 – Failure to Achieve Institutional Sustainability – no change was reported. ➤ Risk 7 – Failure to achieve industrial relations – there had been an increase in rating ... <p>....</p> <p>The Committee also discussed the changes to the reporting of the Risk Register which now includes risk appetite.</p>		
Decision			
Action	ACTION: - Risk 7 to be reviewed. LG The Committee approved the Risk Register.		

Item 11	Estates and Sustainability Update - Net-Zero		
Paper: FGP03.22--H	Lead: William Currie	Action Requested	Note
Discussion	<p>Information relating to Carbon Management data for academic year 20/21 was not available at the time of the meeting, but an update would be forwarded to the Committee.</p> <p>The Committee noted that a number of Electric Vehicles had been leased and were awaiting delivery, utilisation of the fleet would be monitored, and College livery had been discussed. Members supported the adoption of livery for the vehicles.</p>		
Decision			
Action	Carbon Management date for 20/21 to be forwarded to members The Committee noted the report.		

Item 12	Digital Update - Cyber Security, IT Transformation		
Paper: FGP03.22-I	Lead: Paula Gellatly	Action Requested	Note
Discussion	<p>PG joined the meeting and introduced the Digital Services update. It was stated that a Data Readiness Review had been completed</p> <p>The Committee highlighted the requirement for staff to complete mandatory cyber training and advised that the issue be raised with Trade Unions.</p> <p>Confidential to members only.</p> <p>The Transformation priorities and benefits were being assessed and the Executive Leadership Team had requested additional visibility of the benefits for each project, five priorities for investment would be identified by the end of the Financial year.</p>		

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	The Committee supported enhanced clarity on Transformation.
Decision	
Action	The Committee noted the paper.

Item 13	HR and Occupational Development Update		
Paper: FGP03.22-J	Lead: Alex Killick	Action Requested	Note
Discussion	<p>AK joined the meeting and introduced the report which included a summary of recent activity as well as the Equality and Diversity Report.</p> <p>The Committee noted staff turnover which was shown to be 10% and were assured that this was not unusual.</p> <p>Professional Review and Development for staff was reported as 34% completed and it was stated that additional understanding of the process and messaging was required to support and enhance usability of the process in future.</p> <p>The Committee also scrutinized the absence reported during the pandemic which was likely accounted to a lack of reporting as staff were working primarily from home. A stabilized position of 4+% was expected with the summer months approaching and a reduction in viruses. The item would continue to be monitored.</p> <p>GTCS Registration had been completed by 60% of teaching staff and the Committee recommended that registration continue to be encouraged.</p>		
Action	The Committee noted the report.		

Item 14	Any Other Business		
Verbal	Lead: Richard Nash	Action Requested	Note
Discussion	The Principal provided a financial sustainability update to non-executive members of the Committee.		

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