

Finance and General Purpose Committee 16.06.22

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

Present		
Richard Nash (Chair)	Joanna Campbell (Principal)	Caroline Stuart (Chair BoM)
Eddie Black	Jamie Ross	
In Attendance		
Lorraine Grierson (Secretary to the Board)	Dorothy McMinn (Secretariat)	Douglas Dickson (VP Learning, Skills, and Student Experience)
Jill Galloway (VP People and Transformation)	Hugh Carr	
Karen Hunter (Director of Finance)	Steve Uphill (VP Finance, Strategy and Sustainability)	
Apologies for absence		
Gillian Brydson	Claire McLean	Sharon Hodgson

Item 1	Welcome and Apologies for Absence		
Verbal	Lead: F&GP Chair	Action Requested	Note
Discussion	<p>The Chair welcomed everyone to the Finance and General-Purpose Committee Meeting and apologies were noted on behalf of GB, SH and CMcL.</p> <p>The VP, Learning, Skills, and Student Experience would present the Commercial and Marketing Update at today's meeting.</p> <p>The Secretary to the Board confirmed that the meeting was quorate.</p>		

Item 2	Declaration of Interest		
Paper: FGP05.22--A	Lead: F&GP Chair	Action Requested	Note
Discussion	Members agreed to note declarations of interest as appropriate.		
Action	N/A		

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Item 3	Action Log		
Paper: FGP05.22--A	Lead: Secretary to the Board	Action Requested	Note
Discussion	<p>The Secretary to the Board confirmed that the majority of actions within the Action Log had been completed.</p> <p>Item 2, GDPR: The accountability tracker had been discussed at a previous Information and Governance Group Meeting and was now being progressed and monitored.</p> <p>Item 3, Finance: The layout of financial information was being refreshed and an update would be provided to the next meeting.</p> <p>Item 6, It was reported that Carbon Management statistics would be available in November 2022.</p>		
Action	<p>The Secretary to the Board would ensure that the refreshed financial information report be presented to the next F&GP Committee and Carbon Management statistics be reported during November 2022.</p>		

Item 4	Minute of previous meetings held on 2 March 2022 and 18 May 2022		
Paper: FGP05.22--A	Lead: F&GP Chair	Action Requested	Note
Discussion	<p>The Minute of the meeting held on 2 March 2022 was duly approved.</p> <p>The Minute of the meeting held on 18 May 2022 was approved, with the caveat that the Secretary to the Board would redact the partnership proposal item.</p>		
Action	<p>The Secretary to the Board would redact Item 2 (Partnership Proposal) as appropriate.</p>		

Item 5	Matters Arising		
Paper: FGP05.22--A	Lead: F&GP Chair	Action Requested	Note
Discussion	<p>No matters arising.</p>		
Action	<p>N/A</p>		

Item 6	Budget Assumption and Update and sign-off 2022/23		
Paper: FGP05.22--A	Lead: VP Finance, Strategy and Sustainability and Director of Finance	Action Requested	Note
Discussion	<p>Following financial scenario discussions at both F&GP and BOM, the VP Finance, Strategy and Sustainability had worked through feedback received and included inflation, commercial growth and pay awards and had updated the College assumptions accordingly. Updated costs for the proposed spend detailed in the recently completed condition survey had also been input.The Chair to BOM asked that we remain realistic and look at stretch targets.</p> <p>Confidential to members only</p> <p>It was noted that projects detailed in the building condition survey had been based on algorithms and assumptions, which provided an opportunity to manage projects over the proposed cycle. Further, it was noted that Stranraer Campus had developed a partnership with Better Lives Partnership,For clarity, the documentation tabled</p>		

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	was a forecast rather than a budget and the VP Finance, Strategy and Sustainability assured members that the budget would be carefully managed against forecast.
Action	The Committee approved the forecasting scenario and recommended presentation of budget to the Board of Management for approval.

Item 7	Finance Update and Contribution Reports		
Paper: FGP05.22--A	Lead: VP Finance, Strategy and Sustainability and Director of Finance	Action Requested	Note
Discussion	<p>7.0 Finance Update and Contribution Reports The Financial Update and Contributions Report reported from the April accounts and were not considerably different from the previous report but now included small pay cost adjustments. Confidential to members only</p> <p>RN requested that the full income and expenditure statement be made available to the Committee in future meetings. This was to help the committee understand performance against budget and prior year.</p> <p>..... It was noted that a summary of contribution reports by curriculum were now included HC suggested a sector comparison also be included. It was agreed that a commercial costing model would be presented to the Quarter 4 meeting.</p> <p>Commercial contribution to the College overheads and finances was reported but the importance of alignment to ensure a complete understanding of data was noted. The Director of Finance agreed to carry out sense checking of cost centres.</p> <p>7.1 – SFC Forecast Update It was confirmed that a Mid-Year FFR had been submitted in April 2022 and included specific parameters set by the Scottish Funding Council. A small surplus was predicted, and the Director of Finance, Strategy and Sustainability stated that the variance noted in the adjusted operating data was as a result of a time delay.</p> <p>The content of the report was duly noted.</p>		
Action	<p>A full income and expenditure statement would be made available to the Committee at future meetings. A commercial costing model would be presented to the Quarter 4 meeting</p>		

Item 8	Strategic Risk Register		
Paper: FGP05.22--A	Lead: Secretary to the Board	Action Requested	Note
Discussion	<p>The Secretary to the Board reported that the Finance and General-Practice Committee owned two risks, and it was noted that:</p> <ul style="list-style-type: none"> • Risk 3 (Failure to achieve Institutional Sustainability): It was agreed that the risk appetite would be amended from moderate to adverse and this risk would be reported to the Board of Management on 27 June 2022. The Principal believed that the trend would be equal and the Secretary to the Board agreed that this be amended. • Risk 7 (Failure to achieve Industrial Relations): The Secretary to the Board confirmed that there had been no change to grading. The VP Finance, Strategy and Sustainability agreed to review this risk fully. 		
Action	<p>The Secretary to the Board would adjust Risk 3 as appropriate and the VP Finance, Strategy and Sustainability would fully review Risk 7.</p>		

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Item 9	Estates and Sustainability Update – Condition Survey Report		
Paper: FGP05.22--A	Lead: Director of Estates and Sustainability	Action Requested	Note
Discussion	<p>The Director of Estates and Sustainability joined the meeting to provide a summary of the recently completed Dumfries Campus Condition Survey. WC reported that costs stated within the report were considered reasonable. The costs were to maintain the building and assets to ensure that the Dumfries Campus was at a level appropriate to ensure the building was safe for staff, students, and stakeholders. Any Health and Safety issues would be deemed high priority, with tracking of critical replacement dates being of utmost importance. WC confirmed that the College had budget and plans in place for maintenance works. It was confirmed that costs associated with consultancy work would not be included in the conditioning report. The Stranraer Campus would be dealt with in the next academic year. WC stated that there were some areas of concern, and these would be considered.</p>		
Action	<p>The content of the report was duly noted. The Committee supported the VP Finance, Strategy and Sustainability who agreed to explore potential funding via the Scottish Funding Council for Priority 1 projects.</p>		

Item 10	Commercial and Marketing Update		
Paper: FGP05.22--A	Lead: VP Learning, Skills, and Student Experience	Action Requested	Note
Discussion	<p>The report previous circulated summarised the financial position against a delivery forecast to date and provided an update on work-based learning activity and the possibility of securing additional apprenticeships and FWDF funding. The requirement to expand the College offering was noted.</p> <p>The Marketing Team had focussed on supporting applications for 2022/23 and this has been supported for multi-channel marketing campaigns.</p> <p>The Chair to BOM commented that this was a successful outturn for the year and the Principal agreed that achieving target was excellent but reiterated the importance of looking for further successes.</p> <p>.....</p>		
Action	<p>The content of the report was duly noted and a meeting between EB/JC and DD would be scheduled for further discussion.</p>		

Item 11	HR and Occupational Development Update		
Paper: FGP05.22--A	Lead: VP People and Transformation	Action Requested	Note
Discussion	<p>The VP People and Transformation provided highlights from the HR and OD Update report, advising:</p> <ul style="list-style-type: none"> • Pay negotiations between Colleges Employers Scotland and EIS FELA had now been finalised and implementation for the payment of the pay award and backdated monies was awaited. • The HR Team were now analysing PRD returns. • Recruitment remains extremely challenging across the spectrum.The VP People and Transformation stated that the vacancies were in specific areas and a better understanding of the situation was required. 		

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	<ul style="list-style-type: none"> A review of people and processes was taking place to ensure the right people are in the right roles. <p>..... The VP People and Transformation agreed to check how sickness absence data was analysed, to ensure like for like comparison. It was suggested that benchmarking against the sector take place, and this would be progressed by the HR Team.</p> <p>It was agreed that a Values Workshop would be scheduled for Board members.</p> <p>The VP People and Transformation advised that a meeting to discuss the format of the current Establishment Panel and ways in which the remit could be enhanced.</p>
Action	<p>The content of the report was duly noted, and it was agreed that the VP People and Transformation would explore the data provided on sickness absence, a Values Workshop for Board members would be scheduled, and an update would be provided on the remit of the Establishment Panel.</p>

Item 12	Any Other Business		
Verbal	Lead: Richard Nash	Action Requested	Note
Discussion	No other business was raised.		

The date of the next Finance and General Purposes Committee Meeting is scheduled for 1 September 2022 at 16:00hrs.