

**FINANCE AND GENERAL-PURPOSE COMMITTEE**

**MINUTE OF MEETING HELD ON 8 JUNE 2023 AT 16:00 VIA TEAMS**

<b>Present:</b>		
Richard Nash (Chair)	Joanna Campbell (JC)	Sharon Hodgson (SH)
Caroline Stuart (CS)	Kate Glendye (KG)	Jamie Ross (JR)
Susan McLellan (SM)	Claire McLean (CM)	
<b>In attendance:</b>		
Karen Hunter (KH)	Douglas Dickson (DD)	Alexandra Elkins (note taker)
Lorraine Grierson (LG)	Bill McMillan (BM)	Calum Rodgers (CR)
<b>Apologies:</b>		
Jill Galloway (JG)	Eddie Black (EB)	

**1. Welcome and Apologies for Absence | Verbal | Chair R Nash**

- 1.1.1. The Chair welcomed everyone to the meeting and the meeting was recorded as quorate.
- 1.1.2. Apologies were noted as above.

**1.2. Declaration of Interests and Connections | Verbal | Chair R Nash**

- 1.2.1. The Chair reminded Members to indicate any declaration of interest or connections as appropriate throughout the course of the meeting.

**FOR APPROVAL**

**2. Minutes of Previous Meetings and Matters Arising**

**2.1. Minute of Meeting held 7 March 2023 | Paper 2.1 | Chair R Nash**

- 2.1.1. The minutes were approved as an accurate record of the meeting.

**2.2. Action Log | Paper 2.2 | L. Grierson**

- 2.2.1. The Committee noted two actions in progress; The Contribution report had previously been agreed to be presented at the September meeting and the item relating to the KPI dashboard had been delayed due to staff sickness.
- 2.2.2. KH outlined the work being undertaken to prepare for reporting on a departmental basis due for completion at the start of the next academic year and noted that the Curriculum plan for 23/24 was in development.

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2.2.3. The Committee welcomed the enhanced reporting and requested that the contribution report be tabled at the next meeting.

2.2.4. **LG to include the Contribution Report in the September meeting agenda.**

### 3. Item 3 - Strategic Risk Register | Paper 3 | L Grierson

3.1.1. Following review by the Executive Leadership Team there had been no change to the scoring or mitigations for Risks 3 & 7, which sit with FGP Committee.

3.1.2. The Committee sought assurance on the rating of Risk 3 – Failure to Achieve Institutional Sustainability. It was suggested that a further review maybe appropriate. Following detailed discussion, members agreed to keep the risk unchanged considering a variety of risks and ongoing pay disputes.

3.1.3. **The Committee approved risk 3 without change.**

3.1.4. The Committee discussed Risk 7 - Failure to achieve industrial relations. Following discussion, it was agreed to increase the net level of the risk 'likelihood' from 4 to 5 because of the protracted pay dispute.

3.1.5. It was advised that the Audit Committee had not yet completed their deep dive review of this strategic risk. This was due to long term absence of key contributor to this review.

3.1.6. **The Secretary to the Board will amend Risk 7 as agreed.**

3.1.7. The Committee were advised of the impact on students and the student experience as a direct result of lecturing staff undertaking ASOS. The Committee noted the update.

### 4. Finance, Strategy & Sustainability

#### 4.1. Budget | Paper 4.1 | K. Hunter

4.1.1. The Director of Finance outlined the Budget and financial forecasts for the 5-year period  
.....

4.1.2. Wage and price inflation had been factored into the forecast including increase in utilities.

4.1.3. Confidential to members....

4.1.9 **KH to provide additional detail on supplies and service costs and marketing costs.**

**KH to send out the narrative from SFC re parameters for setting the draft budget.**

4.1.10 **The Committee approved the budget for 2023-24 with due regard to the risks discussed. 5 business cases to be developed and included as standing items.**

#### 4.2. Management Accounts as at January 2023 | Paper 4.2 | K. Hunter

4.2.1. KH introduced the management accounts and noted that a reduction in the use of time sheets had been favourable. Overall, a small surplus for AY22/23 was predicted.

4.2.2. Confidential to Members only ...

4.2.3. **The Committee noted the paper.**

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### 5. HR Sub-Committee Terms of Reference | Paper 5.1 | L Grierson

- 5.1. Following approval for the forming of the HR Sub-Committee by the Board of Management, members were asked to approve the Terms of Reference for the sub-group.
- 5.2. Volunteers to join the sub-group were C. McLean (Chair), A. Hill, S. Irving, S. McLellan and K. Glendye.
- 5.3. Following discussion, it was agreed that items 4.1.8 and 4.1.9 relating to information security and cyber security would be removed and remain under the ownership of the F&GP Committee. A focus on succession planning and talent management was recommended. It was agreed that the Principal would devise additional narrative on this item.
- 5.4. **LG to provide a further draft for circulation to members following actions as agreed.**
- 5.5. **The Committee approved the terms of reference with agreed actions.**

## FOR DISCUSSION

### 6. Learning, Skills & Student Experience

Bill McMillan joined the meeting at 17:09hrs

#### 6.1. Commercial Development & Marketing update | Paper 6.1 | B. McMillan

- 6.1.1. Confidential to members only ....
- 6.1.2. The Committee supported the direction of travel and approved the development of a business case to include detail around capital investment, assurance of market and demand with due consideration of risks, the item would be tabled for the next meeting.
- 6.1.3. ...
- 6.1.4. **LG to table the Business Case item for approval as discussed.**
- 6.1.5. ...
- 6.1.6. **The Committee requested comparative data (previous year) to be provided on page 4 in future reports.**
- 6.1.7. The Chair of the Board of Management commended the paper and thanked BM and DD for the work undertaken.

BM left the meeting at 17:24hrs.

### 7. People & Transformation

- 7.1.1. Confidential to members only

#### 7.1 Estates and Sustainability Update | Paper 7.1 | B. Currie

- 7.1.2. The Committee noted that the Depute Principal had been working closely with the Director

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of Estates and Sustainability to establish key priorities from the Condition Survey report with an aim to provide clarity and appropriate scheduling.

### 7.1.3 It was agreed that a detailed report with 5-year plan would be presented.

#### 7.1.3. The Committee noted the content of the report.

### 7.2. Information Governance Update (Data Protection Compliance / FOI / Digital Services | Paper 7.2 | C Rodgers

CR Joined the meeting at 17:30hrs.

#### 7.2.1. The purpose of the information Governance Group was outlined and key points from the report highlighted: -

- The College had responded to 8 FOI requests.
- A new Data Protection and Digital Information Bill has been introduced to parliament with changes to Data Protection Compliance expected June 2023.
- ...
- There had been no significant Cyber Security incidents.
- ...
- ...

#### 7.3.3 It was suggested that FOI requests would soon be granted anonymity and a review of college responses maybe appropriate.

#### 7.3.3 Discussion followed regarding the risks of using 'third party' processors and the Committee were assured that all third parties were subject to a 'data protection impact assessment'.

#### 7.3.3 The Principal commended the team for progress and rigour.

#### 7.3.3 ...

#### 7.3.3 The Chair inquired about requests for subject data removal and it was confirmed that none had been received and systems were in place to facilitate this, which included emails.

#### 7.3.3 **The Committee noted the report.**

CR left the meeting 17:45hrs

## 8. Committee Self Evaluation | Paper 8.1 | L Grierson

### 8.1. LG outlined the statutory requirement within the Code of Good Governance for Scotland's Colleges (section D.23) to self-evaluate annually its performance and effectiveness against its overall duties and responsibilities. LG advised members that the self-evaluation would reflect business over the academic year 2022-23. In previous years, the form was sent out to members to complete and return, however this year, LG asked members to trial completing the form jointly as part of the meeting. LG led members through each section of the form to complete the process, and members were also invited to send any further comments via email if they wished.

Non-executive members left the meeting at 18:00hrs.

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### 9. AOCB

A confidential item was discussed in respect of the Executive Leadership Team update.

### 10. Date of the Next Meeting

10.1. The date of the next meeting is scheduled for 7 September 2023.



**Dumfries and  
Galloway College**

One step ahead

Item 2  
FGP0623-2.1

Key	
<span style="color: orange;">■</span>	Ongoing
<span style="color: green;">■</span>	Closed
<span style="color: red;">■</span>	Overdue

## F&GP COMMITTEE ACTION LOG 8/6/23

No	Meeting Date	Action	Lead	Deadline	Status	Commentary
1	7/3/23	The Committee requested that the contribution report to understand the profitability of each course, be provided to the Committee for the next academic session.	KH	Sep 23	Ongoing	To be brought to the Committee at next academic term.
2	7/3/23	The Committee requested information on point 3.7 of the Mid-Year Financial Forecast, relating to systems redesign – this would be brought to the Board on 28/3/23.	JC	Mar 23	Closed	Provided to the Board on 28/3/23 re paper Business case proposals – digital delivery and service redesign
3	7/3/23	The Committee requested a tour of the UWS facility which will be arranged for the May Strategy Day	LG	May 23	Closed	Organised for 15/5/23 Board Strategy Day.
4	7/3/23	Increased trend in staff absence – JG suggested the inclusion of a KPI style dashboard for absence reporting.	JG	<del>May 23</del> Sep 23	Ongoing	VP People and Transformation is on sick leave at present and an update will be provided for the next FGP Committee.
5	7/3/23	HR Sub-Committee – to be brought to the Board on 28/3/23 for approval and Terms of Reference for HR Sub Committee to be brought to next FGP meeting.	LG	May 23	Closed	Board approved Sub-Committee on 28/3/23. ToF R submitted to FGP meeting scheduled for 8.6.23 for approval.

<b>MEETING</b>	<b>FINANCE AND GENERAL PURPOSES COMMITTEE</b>
<b>AGENDA ITEM:</b>	<b>3</b>
<b>PAPER NO:</b>	<b>FGP-0623-3.1</b>

<b>Date</b>	08 June 2023
<b>Location</b>	MS Teams On-line
<b>Title of Paper</b>	Strategic Risk Register
<b>Presented By</b>	Lorraine Grierson
<b>Recommendation</b>	Approval
<b>Appendix Attached</b>	NO
<b>Disclosable Under FOISA</b>	YES

**Read Time: 3 mins**

**1. Recommendation**

- 1.1 The Finance and General Purposes Committee are asked to approve the Strategic Risks 3 and 7.

**2. Executive Summary**

2.1 The purpose of this paper is to provide the Committee with the opportunity to review the College’s Strategic Risks associated with FGP Committee.

**3. Context**

3.1 The Principal and Executive Leadership Team routinely review the Strategic Risk Register to reflect the key risks to the College and the mitigations that will be applied to each risk.

Currently F&GP Committee has 2 risks assigned to it for review and any amendment made to these is noted below:

Risk 3 – Failure to Achieve Institutional Sustainability – **no changes**

Risk 7 – Failure to achieve industrial relations - **no changes**

**4. Strategic Implications**

4.1 This paper links into the following strategic priorities: Priority 2 – People and culture, Priority 4 – Growth and Financial Sustainability

**5. Risk**

<b>RISK</b>	<b>MITIGATIONS</b>
Risk 3 and Risk 7	Paperwork attached for reference.

**6. Implications**

<b>Financial</b>	Yes	The College is required to achieve a balanced budget position on an annual basis. Financial loss due to industrial action.
<b>Legal</b>	Yes	Failure could result in insolvency, reputational damage and industrial action.
<b>Learning and Teaching</b>	Yes	Challenges to deliver on the objectives set out in the Regional Outcome Agreement (ROA). Challenges re sustainability of course offerings and impact on industrial action to learning.
<b>Equalities</b>	No	

**L Grierson**

Secretary to the Board

12/5/23



**STRATEGIC RISK REGISTER UPDATE F&G COMMITTEE – JUN 23**

RISK DEFINITION		ORIGINAL TASK				RESIDUAL RISK					
No	Risk	Likelihood	Impact	Total	Risk Level	Likelihood	Impact	Total	Risk Level	Risk Appetite	Trend
<b>Responsible Person - VP Finance and Commercial Services</b>											
3	Failure to achieve institutional sustainability (F&GP)										
		4	5	20		4	5	20		Averse	=
<b>Responsible Person – VP People and Transformation</b>											
7	Failure to achieve effective Industrial Relations (F&GP)										
		5	4	20		4	3	12		Moderate	=

KEY: ASSESSMENT OF RISKS

Risks which should be monitored by the Risk Management Group:	Scores: 1 – 8	Minor Risk
Risks to be brought to the attention of SMT and the Board of Management:	Scores: 9 - 15	Significant Risk
Risks to be reported to, and monitored by, Board of Management:	Scores: 16 – 20	Major Risk
Risks to be reported to, and monitored by, Board of Management:	Scores: 21 – 25	Fundamental Risk

Risk Score Matrix Impact	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

**Strategic Objective: Risk No: 3 Financial Sustainability**

<b>Reference to Departmental Risk Registers:</b>	Financial
<b>Owner:</b>	VP Finance, Strategy and Sustainability
<b>Description of the Risk:</b>	Failure to achieve institutional sustainability
<b>What are the possible consequences if the risk was to emerge?</b>	The college will be unable to continue, becomes insolvent, contravening governance requirements by SG, Section 22, Reputational damage to Board and F&GP

Numerical Scoring of Gross Risk (i.e., without controls in place)					
What is the predicted <b>LIKELIHOOD</b> of the risk occurring?	(A) 4/5	What is the predicted <b>IMPACT</b> of the risk?	(B) 5/5	What is the total risk score? (A x B)	20/25
The <b>GROSS</b> risk is therefore: MIN/SIG/MAJ/FUND	Major Risk				

3 LINES OF DEFENCE	MITIGATIONS	MONITORING
<p style="text-align: center;"><b>FRONT LINE</b> (Management Assurance)</p> <p>Operational Delivery /Systems /Quality Assurance /Supervision</p>	<ul style="list-style-type: none"> <li>• Increase commercial income to reduce reliance on SFC funding</li> <li>• Effective cost control</li> <li>• Active tracking of Credits achieved/forecast vs target</li> <li>• Protection of funding through dialogue with SFC</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review of financial strategy and non-core income sensitivity</li> <li>• Finance business partnering to review budgets/spend with Managers</li> <li>• Continuous monitoring of demand v funding allocation of student funds</li> </ul>
<p style="text-align: center;"><b>OVERSIGHT OF MANAGEMENT ACTIVITY</b></p> <p>Internal Compliance and quality checks / Legal and Regulatory / Financial controls / Management controls / Project assurance</p>	<ul style="list-style-type: none"> <li>• Strategic plan and Operating Plans approved by BoM and Committee</li> <li>• Budgets approved by BoM and Committee</li> <li>• Major project business cases approved by BoM and Committee</li> <li>• Finance Directors Network</li> </ul>	<ul style="list-style-type: none"> <li>• Regular internal reporting to BoM and Committee</li> <li>• Regular interaction with Scottish Funding Council Finance Team</li> <li>• Knowledge exchange through Finance Directors Network / Colleges Scotland</li> <li>• VPs Group and Principals Group</li> </ul>
<p style="text-align: center;"><b>INDEPENDENT ASSURANCE</b></p> <p>Internal Audit / external bodies</p>	<ul style="list-style-type: none"> <li>• Internal Audit Programme agreed by BoM/Audit Committee</li> <li>• External Auditors appointed through Audit Scotland</li> <li>• Regional Outcome Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• BoM/Committee review and approval of IA reports and action points tracking</li> <li>• Audit Committee/BoM oversight</li> <li>• Regular returns to Scottish Funding Council (FFR/FES)</li> </ul>

Numerical Scoring of NET Risk (i.e., with controls in place) (2 cont.)					
What is the predicted <b>LIKELIHOOD</b> of the risk occurring?	(A) 4/5	What is the predicted <b>IMPACT</b> of the risk?	(B) 5/5	What is the total risk score? (A x B)	20/25

<b>Risk Status</b>	<b>Meeting 1 SIG</b>	<b>Meeting 2 MAJ</b>	<b>Meeting 3 MAJ</b>	<b>Meeting 4 MAJ</b>
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MEETING	AMENDMENTS TO RECORD
Q1	No changes. FGP recommendation to increase Net scoring from 3/5 to 4/5 to reflect deficit forecast.
Q2	Updated to reflect 3 lines of defence. Added to monitoring: VPs Group and Principals Group.
Q3	No Changes

Q4	No changes
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No.	Risk and Risk Appetite	Avoid	Averse	Cautious	Moderate	Open	Hungry
3	Failure to achieve institutional sustainability						

**Strategic Objective:** **Risk No: 7**

<b>Reference to Departmental Risk Registers:</b>	Organisational
<b>Owner:</b>	Vice Principal People and Transformation.
<b>Description of the Risk:</b>	Failure to achieve effective Industrial Relations
<b>What are the possible consequences if the risk was to emerge?</b>	Financial loss, impact to ability to effectively teach, industrial action, loss of reputation.

Numerical Scoring of Gross Risk (i.e., without controls in place)					
What is the predicted <b>LIKELIHOOD</b> of the risk occurring?	(A) 5/5	What is the predicted <b>IMPACT</b> of the risk?	(B) 4/5	What is the total risk score? (A x B)	20/25
The <b>GROSS</b> risk is therefore: MIN/SIG/MAJ/FUN	Major Risk				

3 LINES OF DEFENCE	MITIGATIONS	MONITORING
<b>FRONT LINE</b> (Management Assurance)  Operational Delivery /Systems /Quality Assurance /Supervision	<ul style="list-style-type: none"> <li>• Constructive formal and informal communication channels</li> <li>• Regular meetings</li> <li>• Staff awareness and contingency planning</li> </ul>	<ul style="list-style-type: none"> <li>• LJNC</li> <li>• College Employers Scotland advice and updates</li> <li>• Regular union/management dialogue</li> </ul>
<b>OVERSIGHT OF MANAGEMENT ACTIVITY</b>  Internal Compliance and quality checks / Legal and Regulatory / Financial controls / Management controls / Project assurance	<ul style="list-style-type: none"> <li>• LJNC (Local Joint Negotiation Committee)</li> <li>• Representation at Employers Association</li> <li>• NRPA (National Recognition and Procedures Agreement)</li> <li>• Engagement/practice sharing with local agencies</li> <li>• Attendance at Strategic HR Network</li> </ul>	<ul style="list-style-type: none"> <li>• ELT/SLT/Board</li> <li>• Regular employee engagement monitoring</li> <li>• Regular union/management dialogue</li> </ul>
<b>INDEPENDENT ASSURANCE</b>  Internal Audit / external bodies	<ul style="list-style-type: none"> <li>• College Employers Scotland</li> </ul>	<ul style="list-style-type: none"> <li>• SFC/Scottish Government</li> <li>• FGP/BoM oversight</li> </ul>

Numerical Scoring of NET Risk (i.e., with controls in place) (2 cont.)					
What is the predicted <b>LIKELIHOOD</b> of the risk occurring?	(A) 4/5	What is the predicted <b>IMPACT</b> of the risk?	(B) 3/5	What is the total risk score? (A x B)	12/25

Risk Status	Meeting 1 MIN	Meeting 2 SIG	Meeting 3 SIG	Meeting 4 SIG
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MEETING	AMENDMENTS TO RECORD
Q1	Net likelihood reduced to 4 (net of 5 suggests controls having no impact and are therefore not appropriate) - impact increased to 2.  Gross and Net impact increased following 010922 meeting
Q2	Updated information to reflect the 3 lines of defence.
Q3	Addition to Management of Activity mitigation - 'Attendance at Strategic HR Network'
Q4	No changes

No.	Risk and Risk Appetite	Avoid	Averse	Cautious	Moderate	Open	Hungry
7	Failure to achieve effective Industrial Relations						

<b>MEETING</b>	<b>FINANCE AND GENERAL PURPOSES COMMITTEE</b>
<b>Agenda Item:</b>	<b>5</b>
<b>Paper No:</b>	<b>FGP0623-5.1</b>

<b>Date</b>	08/06/2023
<b>Location</b>	MS Teams On-Line
<b>Title of Paper</b>	Terms of Reference HR Sub-Committee
<b>Presented By</b>	Lorraine Grierson
<b>Recommendation</b>	Approval
<b>Appendix Attached</b>	NO
<b>Disclosable Under FOISA</b>	YES

**Read Time: 3 minutes**

**1. Recommendation**

To approve the Terms of Reference for the HR Sub Committee.

## 2. Executive Summary

2.1 The Chair of FGP Committee has asked for an HR Sub Committee to be established to ensure the people element of the FGP remit, outlined in the terms of reference, is given equal focus. The committee will conduct high level discussion on key KPIs and feedback to full FGP Committee.

## 3. Context

3.1 The addition of an HR Sub-Committee was approved at the Board meeting on 28 March 2023.

3.2 The terms of reference are noted below for committee approval and these will be submitted to the Board meeting in June for final approval.

3.3 The following Board members have volunteered to sit as members of the Sub-Committee:

- Claire McLean (Chair)
- Ann Hill
- Sue Irving
- Susan McLellan
- Kate Glendye

## 4. Strategic Implications

This paper links to strategic priority 2 People and Culture:

- Maintain a clear focus on outcomes and goals
- Be business focussed and people-centred
- Nurture, support and develop our talent to support continuous learning and professional updating
- Increase ownership and accountability across our workforce

## 5. Risk

Risk	Mitigations
Risk 7 - Failure to achieve effective Industrial Relations	<ul style="list-style-type: none"> <li>• ELT/SLT/Board</li> <li>• Regular employee engagement monitoring</li> <li>• Regular union/management dialogue</li> <li>• FGP/BoM oversight</li> </ul>

**6. Implications**

<b>Financial</b>	No	
<b>Legal</b>	No	
<b>Learning and Teaching</b>	No	
<b>Equalities</b>	No	

**Lorraine Grierson**

Secretary to the Board

29 May 2023



<b>Terms of Reference</b>	Human Resources Sub Committee (Finance & General Purposes Committee)
<b>Date Approved by Committee</b>	8 June 2023
<b>Date Approved by Board</b>	16 June 2023
<b>Date of Next Review</b>	Sep 2023
<b>Chair</b>	Claire McLean

## 1. Membership

- 1.1. Minimum of 4 board members, 2 of which will be non-executive board members (one of whom shall be appointed as Committee Chair)
- 1.2. Minimum of 1 staff member
- 1.3. It is desirable that at least one member should have a background in Human Resources.
- 1.4. In attendance:
  - 1.4.1 Vice Principal of People & Transformation
  - 1.4.2 Secretary to the Board

## 2. Quorum

3 members, 2 of whom to be non-executive Board members (quorum 50% or higher of membership, with the majority for decision-making to be non-executives).

## 3. Reporting

- 3.1. The HR Sub-Committee shall make its recommendations to the Finance and General Purposes Committee as appropriate.
- 3.2. The HR Sub-Committee shall observe the Standing Orders in all its business.
- 3.3. Minutes of the meetings should be circulated to the Board for information.

## 4. Responsibilities

### 4.1. Human Resources, Organisational Development and Transformation

The following will be discussed in detail with key insights and recommendations being made to the Finance and General Purpose Committee and thereafter, the Board of Management:

- 4.1.1. Ensure the College is operating within all legal requirements relating to employment law and other legislation affecting employment.
- 4.1.2. Monitor performance against KPIs relating to the People and Culture Strategy.
- 4.1.3. Ensure appropriate arrangements are in place for effective dialogue with trade unions.
- 4.1.4. Ensure appropriate policies are in place for staff related matters e.g. appointments, promotion, disciplinary and grievance, staff development, PDR, and succession planning.

- 4.1.5. Receive reports on staff development to monitor performance reviews, competencies, training requirements, and talent management.
- 4.1.6. Receive annual reports on employee assistance programmes and benefits in line with market comparisons.
- 4.1.7. Review Equality and Diversity updates and the Annual Report, monitoring the College's progress in the implementation.
- 4.1.8. Monitor and review cyber resilience and information security capabilities to ensure IT infrastructure and information is protected and strengthened to ensure compliance with legislative requirements, and to ensure digital provision is fit for purpose and sustainable.
- 4.1.9. Monitor and review Data Protection and privacy processes, staff training and Freedom of Information processes to ensure compliance with legislative requirements.

**4.2. Other**

Undertake a self-evaluation exercise annually to ensure that the Sub-Committee complies with best practice in relation to governance.

**4.3. Meetings**

The HR Sub Committee will normally meet at least four times per year prior to Finance and General Purpose Committee.

**4.4. Schedule of Business**

**Standing Items:**

- Maintain minutes and report to the Board
- Review HR Sub Committee Action Log
- HR update – progress against KPIs
- Information Governance update (Cyber and Data Protection and FOI)– progress against KPIs
- Equality & Diversity update

Meeting 1 (Aug-Oct) Q1	Meeting 2 (Nov-Jan) Q2	Meeting 3 (Feb-April) Q3	Meeting 4 (May-July) Q4
<ul style="list-style-type: none"> <li>• Review internal strategies</li> <li>• Review Related Policies as required</li> <li>• Talent Management Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Review Related Policies as required</li> </ul>	<ul style="list-style-type: none"> <li>• Equalities &amp; Diversity Annual Report</li> <li>• Employee assistance programmes and benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Self-evaluation</li> <li>• Review Related Policies as required</li> </ul>

**DUMFRIES AND GALLOWAY COLLEGE**

<b>MEETING</b>	<b>FINANCE AND GENERAL PURPOSES COMMITTEE</b>
<b>AGENDA ITEM:</b>	<b>7</b>
<b>PAPER NO:</b>	<b>FGP0623-7.1</b>

<b>Date</b>	08 June 2023
<b>Location</b>	MS Teams On-line
<b>Title of Paper</b>	Estates and Sustainability Update
<b>Presented By</b>	Billy Currie
<b>Recommendation</b>	<b>Noting</b>
<b>Appendix Attached</b>	NO
<b>Disclosable Under FOISA</b>	YES

**Read Time: 5 minutes**

**1. Recommendation**

- 1.1 The Finance and General Purposes Committee are asked to note the contents of this paper.

## 2. Executive Summary

- 2.1 College Estates focus has continued to be on critical building works, compliance checks and ongoing high priority maintenance.
- 2.2 Gas and electricity usage against year 2021 has increased. This would coincide with heavier onsite activity post Covid with all areas returning to College plus the new AIMS project with heavier machinery.
- 2.3 The College remains compliant against all Estates based regulatory standards.

## 3. Context

### 3.1 Estates:

- 3.1.1 This section of the report will give an overview of current and future estates works, including capital works and lifecycle maintenance updates.

### 3.2 Estates AY 2022/23

- 3.2.1 The main focus of the College Estates work has been split over the following workstream over the last reporting period:

- Completion of backlog operational maintenance tasks.
- Continued implementation of lifecycle maintenance works including all statutory maintenance and inspections. Strategic aim 4 Status ongoing, compliant.
- Carbon Reduction Survey and Plan. Strategic Aim 5. Works completed, report due in draft form by end of May 2023.
- Infrastructure upgrades. Strategic aim 2. Ongoing, in line for completion summer 2023. Works coming in against budget.

- 3.2.2 The following table will show an update tracker on agreed works for AY22/23 in line with high priority maintenance.

Estates work plan 2022/23				
Campus	Rational	Budget Cost	Actual Cost	Status
Dumfries	Condition Survey section 2.3.4	£71,145	17280	Complete
Dumfries	Following roofing repair some ceiling work needs replaced	£5,500		In Progress
Dumfries	Strategic/ cost control for charging	£11,500	13,032	Ordered
Dumfries	Operational/Safety. Filling of potholes/relining of spaces/visibility of disabled,visitors and charging spaces/tarmac of central bays	55,000	50,337.56	Complete
Dumfries	Energy Efficiency - Removal of old lights in library and first floor corridor and repalce with LED	£13,500	38726	Await approval to progress
Stranraer	Campus Experience - Remove old green colouring and refresh external with corporate colours	£8,000	7250	Booked July 23
Both	Renewal of CCTV system at both campuses to ensure safety of staff and students	17,355	1948.63	In progress
Total		£182,000	128574.19	

3.2.3 A consideration will be given to allocating funds saved on the roofing works to the LED lighting works which will have longer term energy savings attached.

### 3.3 Estates Planning

3.3.1 Wider work is underway to review the learning estate, in line with curriculum planning along with condition and net zero surveys, with a view to providing a plan for improvement over the short, medium and long term. This will enable the College to meet the aim of providing a modern fit for purpose estate. It is envisaged that this plan will be available in draft, alongside a revamped Estates Plan, in early 2024.

### 3.4 Carbon Management:

3.4.1 The data collection for the calendar year 2022 is underway ahead of the reporting template being released.

3.4.2 The following table will show energy usage for 2022 against the 2021 figures:

	Electricity			Gas		
	2022	2021	Difference	2022	2021	Difference
<b>Dumfries</b>	1214241.57	1137519	76722.57	1720807	1576000	144807.3
<b>Stranraer</b>	173872.17	147006.5	26865.67	360400.9	297241.8	63159.08

3.4.3 The higher usage may lead to a higher carbon figure however it will be noted that the College is utilising more floor space due to the UWS co-location project so this will be factored into the full report later in 2023 and will offset some of the carbon increase.

3.4.5 Energy prices have increased, initial indicators suggest that electricity will increase by c£130k and gas reduce by c£25k.

### 3.5 Net Zero Survey

3.5.1 The Net Zero survey is nearing completion with the draft report due to be delivered by the end of May. The report has been complex due to the data required and time constraints to get this across to the consultants. The report will consist of 3D modelling to look at the building performance against required standards which will then produce a range of opportunities to reduce carbon using fabric improvements and technology installations.

3.5.2 Once complete the intention is to begin bidding to the Scottish Government's Energy Efficiency grant scheme to gain funding to implement measures which will provide the required benefits and savings required.

### 3.6 Net Zero Action

3.6.1 The College now has 3 x EVs operating as its business fleet with 1 x Kia E-Nero and 2 x VW ID4s now in use. This will help the College reduce its carbon emissions by approximately 8.5 tonnes CO2 equivalent per annum. One further vehicle, a Nissan Leaf to be based at Stranraer, is due for delivery in May.

3.6.2 Eight new EV charging points have been installed at the Dumfries Campus as part of the car park upgrade. These have been set up to allow for payment to be received for the use of the chargers. This will help the College cover the cost of this provision, in line with other public sector organisations.

3.6.3. The existing 4 charging points are due to be replaced with the same model as the additional 8 installed. These points will be for fleet vehicle charging and will be controlled by RFID card to prevent any unauthorized usage.

### 3.7 Health and Safety:

3.7.1 The H&S committee held its quarterly meeting on 9<sup>th</sup> May at which the following were discussed:

- Overview report of H&S performance. Note that since the last report there have been a further 6 incidents reported, 2 of which required additional treatment beyond First Aid. Both were minor, 1 resolved onsite by paramedics and the other requiring stitching at A&E.
- No near misses logged in the reporting period.
- Fire Risk Assessment. The site visits have been carried out by CHUBB with the final report sitting with their senior assessors for sign off.

## 4. **Strategic Implications.**

4.1 This paper is directly linked to Strategic Priority 5, Systems and Infrastructure.

## 5. **Risk**

<b>Risk</b>	<b>Mitigations</b>
Risk 12 – Failure to meet regulatory Health and Safety Obligations	<ul style="list-style-type: none"> <li>• Reporting and Review procedure including Near Miss</li> <li>• Health and Safety IOSH training for staff</li> <li>• Specific communication at time of increased risk eg Covid, building works, adverse weather.</li> <li>• Clear channels of communication regarding issues and preventative actions.</li> </ul>

**6. Implications**

<b>Financial</b>	Yes	Failure of College H&S processes could lead to financial penalties imposed through actions.
<b>Legal</b>	Yes	Failure of College H&S processes could lead to legal proceedings
<b>Learning and Teaching</b>	Yes	H&S processes ensure the safety of all staff and learners when working in high risk areas.
<b>Equalities</b>	No	

**Billy Currie**

Director of Estates &amp; Sustainability

22 May 2023

<b>MEETING</b>	<b>FINANCE AND GENERAL PURPOSES COMMITTEE</b>
<b>Agenda Item:</b>	<b>8</b>
<b>Paper No:</b>	<b>FGP0623-8.1</b>

<b>Date</b>	08 June 2023
<b>Location</b>	MS Teams On-line
<b>Title of Paper</b>	Committee Self Evaluation
<b>Presented By</b>	Lorraine Grierson
<b>Recommendation</b>	Discussion
<b>Appendix Attached</b>	NO
<b>Disclosable Under FOISA</b>	YES

**Read Time: 3 minutes**

**1. Recommendation**

- 1.1 The Finance and General Purposes Committee is asked to **discuss** and jointly complete the self-evaluation form.



**2. Executive Summary**

2.1 The Board of Management is required under the Code of Good Governance for Scotland’s Colleges (section D.23) to self-evaluate annually its performance and effectiveness against its overall duties and responsibilities. Compliance with the Code is a condition of grant awarded by SFC. The implementation of robust self-evaluation processes will ensure that governance arrangements are compliant with the Code of Good Governance.

**3. Context**

3.1 Due to a review of the agenda cycle and terms of reference, the Annual Self-Evaluation process will now be conducted in May of each year, and as part of the process, 1-1 reviews with board members, the Chair and Board Secretary have taken place in May 2023.

3.2 The Committee is asked to consider and complete the Committee Self-Evaluation form jointly at the end of the Committee meeting, to reflect business over the last academic year 2022-23. Members can submit any further points to the Board Secretary via email if they prefer.

3.3 The Board development plan will be populated with actions taken from the self-evaluation documentation and 1-1 meetings.

**4. Strategic Implications**

4.1 Board effectiveness impacts on all priorities within Ambition 2025.

**5. Risk**

No risks associated with this paper.

**6. Implications**

<b>Financial</b>	NO	
<b>Legal</b>	NO	
<b>Learning and Teaching</b>	NO	
<b>Equalities</b>	NO	

**Lorraine Grierson**  
 Secretary to the Board  
 18 May 2023



**FINANCE AND GENERAL PURPOSES COMMITTEE SELF-EVALUATION**

(to be completed by Committee Members collectively)

Date:

Section	Yes	No	N/A	Comments/Action
<b>Composition, Establishment and Duties of the Committee</b>				
Does the Committee meet regularly in accordance with the Board Standing Orders?				
Does the Committee consistently have a quorum?				
Do all Committee members attend meetings regularly?				
Does the Committee have enough members?				
Does at least one of the Committee members have a background relevant to the remit of the Committee?				
Have new Committee members received all necessary training?				
Does the Committee report regularly to the Board?				

Section	Yes	No	N/A	Comments/Action
<b>Terms of reference</b>				
Does the Committee have written terms of reference?				
Do the terms of reference include all aspects of the Committee's role?				
Does the membership of the Committee need to be changed?				

Are the terms of reference adopted by the full Board and reviewed annually?				
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Section	Yes	No	NA	Comments/Action
<b>Compliance with the Law and Regulations</b>				
Does the Committee have a mechanism to keep it aware of topical legal and regulatory issues?				

Section	Yes	No	NA	Comments/Action
<b>Internal Control</b>				
Does the Committee monitor to ensure that risk is controlled?				
Does the Committee regularly review relevant strategic plans?				
Does the Committee consider the level of detail and information it receives appropriate?				
Are appropriate internal performance measures monitored by the Committee?				
Is the Committee addressing all matters delegated to it by the Board and under its terms of reference?				

Section	Yes	No	NA	Comments/Action
<b>Administrative arrangements</b>				
Does the Committee have an independent secretary?				
Are Committee papers distributed in sufficient time for members to give them due consideration?				
Are Committee meetings scheduled prior to important				

## Committee Self Evaluation

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decisions on specific matters being made?				
Is the timing of Committee meetings discussed with all involved?				