

Finance & General-Purpose Committee

Tuesday 12 November 2024 (16:00-18:00hrs) - MS Teams

Agenda

Time	Item	Lead	Paper
	1. Welcome and Apologies <ul style="list-style-type: none"> ➤ Declaration of Interests and Connections 	RN	Verbal
For Approval			
	2. Minute of Previous Meeting and Matters Arising <ul style="list-style-type: none"> ➤ 12 September 2024 ➤ Action Log 	RN LG	Paper 2.1 Paper 2.2
	3. Strategic Risk Register	LG	Paper 3.1
	4. Finance, Strategy & Sustainability <ul style="list-style-type: none"> ➤ Statutory Accounts – Draft financial Statement 	KH	Paper 4.1
For Discussion			
	5. Management Accounts as of 30 September 2024 <ul style="list-style-type: none"> ➤ Contribution Report 	KH	Paper 5.1
	6. Commercial Development & Marketing	DD	Paper 6.1
	7. People & Transformation <ul style="list-style-type: none"> ➤ Estates and Sustainability Annual Report (incl Carbon Management Data) ➤ SFC's College Infrastructure Strategy Delivery Plan ➤ Information Governance Update (Data Protection Compliance / FOI / Digital Services) 	JM BC JM	Paper 7.1 Paper 7.2 Paper 7.3
For Information only			
	8. Tri-Partite Group - formal process for sale of assets/business transformation	JC	Paper 8.1

	9. AOCB	RN	Verbal
	10. Date of next meeting ➤ Thursday 6 March 2025	RN	Verbal

Finance and General-Purpose Committee

Minute of Meeting held on 12 September 2024 16:00-18:00hrs – MS Teams

Present:		
Richard Nash (RN) (Chair) 16:32hrs	Joanna Campbell (JC)	Susan McLellan (1604)
Caroline Stuart (CS) (Acting Chair)	Kate Glendye (KG)	David Burns (DB)
In attendance:		
Karen Hunter (KH)	Douglas Dickson (DD)	Ann Hill (16:11hrs)
Joe McGraw (JM)	Lorraine Grierson (LG)	Alexandra Rankin (Minute taker)
Apologies:		
Claire McLean (CM)	Jamie Ross (JR)	

1. Welcome and Apologies for Absence | Verbal | Acting Chair C Stuart

- 1.1.1. The Chair had provided apologies for the start of the meeting and therefore the Acting Chair welcomed everyone to the meeting. It was agreed to adjust the order of the agenda in light of apologies.
- 1.1.2. The Governance Professional confirmed that the meeting was not quorate. Apologies were noted as above. She advised that A Hill as a member of HR Sub Committee would be invited to join the meeting for the People and Transformation paper.

1.2. Declaration of Interests and Connections | Verbal | Acting Chair C Stuart

- 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. Item 2 | Minutes of Previous Meetings and Matters Arising

Minute of Meeting 16 May 2024 | Paper FGP0924-2.1 | C. Stuart

- 2.1.1. The members in attendance agreed that the minutes accurately reflected the record of the meeting. Approval would be requested by email from absent members of the Committee.
- 2.1.2. **ACTION: Approval request to be issued by email to absent Members. LG**
- 2.2. Action Log | Paper FGP0924-2.2| L. Grierson

- 2.2.1. The Committee was advised that all actions were marked as complete and an update for Action 1 would be provide by the Depute Principal later in the meeting.

2.2.2 The Committee noted the Action Log.

3. Item 3 | Strategic Risk Register | Paper FGP0924- 3.1 | L Grierson

- 3.1. It was agreed to discuss the item during the meeting and circulate the paper to members by email for approval.
- 3.2. Considering the recent conclusion of pay settlements, it was proposed that the Committee consider a reduction to the scoring of Risk 7. Attendees discussed the likelihood of future disruption and proposed the following adjustments to the inherent risk scoring, likelihood 3/5 and impact 4/5 concluding a 12/25 gross score. A reduction to the net score was also proposed, likelihood 2/5, impact 3/5 concluding an overall net score of 6/25.
- 3.3. DB commented on factors which could potentially impact the risk. Attendees then discussed these factors and reached agreement on the reduction and approval routing.
- 3.4. **The Committee approved risk 3 and agreed to seek approval for the reduction of scoring of risk 7 as agreed.**
- 3.5. **ACTION - Circulate the paper to members not present for approval by email. LG**

FOR DISCUSSION

4. Item 4 | Finance, Strategy & Sustainability

4.1 Management Accounts and Contribution Report | Paper FGP0924- 4.1| K Hunter

- 4.1.1. A summary of the accounts for the year to July 2024 and budget out-turn was provided.
- 4.1.2. Management Accounts for the eight months to July 2024 showed no change to the year-end considering agreed pay settlements and a small surplus was reported.. Funds for staff leavers back pay had been set aside. Student funding showed money spent on maintenance payments with monies set aside for the purchase of student devices.
- 4.1.3. Accounts would be subject to final audit agreement. Some adjustments in property valuations were anticipated and further direction from SFC was expected on the treatment of job evaluation payments.
- 4.1.4. The Committee commended the work to balance the accounts and year end position.
- 4.1.5. The Principal advised the Committee that the budget would be provided by Scottish Government in December and additional cuts remained a risk and savings in staff costs in year was a priority. The potential reduction in core grant funding and changes to the

funding model were explained and the College had offered to engage in a pilot funding model in the future.

- 4.1.6. **The Committee noted the content of the report and the Chair stated that the pension assumptions could not be approved - these would be discussed at the Board meeting.**

4.2. **Item 4.2 | Bad Debt Report Paper FGP0924-4.2 | K Hunter**

- 4.2.1. The Committee were requested to approve the write-off of three debtor balances relating to student support overpayments which were irrecoverable.

- 4.1.3 The Committee sought further detail on the circumstances of the overpayments which was provided. Changes to processes had been introduced to limit incidents in future. The Depute Principal highlighted the safeguarding responsibilities of the College and circumstances of some students with protected characteristics. Those members present agreed to support the approval.

- 4.1.4 The Chair stated that due to the meeting being non quorate approval would be requested to members not present by email.

- 4.1.5 **Action: Circulate the Approval request to Members by email. LG**

- 4.1.6 **The Committee noted the Bad Debt Report.**

5. **Item 5 | Record Retention Policy | Paper FGP0924-5.1 | J McGraw**

- 5.1. The Committee noted the legal and regulatory requirements for the retention of data and were informed that following the recommendation from the GDPR audit conducted in December 2023/January 2024 a new policy for managing data retention was developed. This policy augments work that was already in progress via the Data Protection Team in developing a Record Retention Schedule for the College. The purpose of the policy was explained and responsibilities within. The policy had been discussed and agreed by both SLT and the Information Governance Group.

- 5.2. The Schedule had not been circulated and therefore timeframes for retention were not known, the Committee recommended that the Policy be tabled for approval by the Board of Management with no further changes.

- 5.3. **The Committee recommended the Policy for approval by the BOM.**

FOR DISCUSSION

6. **Item 6 | Commercial Development & Marketing Update | Paper FGP0924-5.1 | D. Dickson**

- 6.1. The Committee had previously requested enhanced scrutiny of this item and it was noted that recruitment for the Commercial Director post was in progress.

- 6.2. The Depute Principal introduced the report and shared a presentation explaining the commercial strategy.

6.3. **Ann Hill left the meeting at 16:57hrs.**

6.4. **The Committee noted the content of the report.**

7. People & Transformation

7.1. Item 7 | FGP0924-7.1 | People and EDI Report | J McGraw

7.1.1. Pay negotiations for Lecturing and Support Staff had concluded and agreed with all trade unions. Details had been contained within the report. All action short of strike action had now been halted and salary adjustments to support staff had been concluded. Support staff adjustments would be concluded for October payroll.

7.1.2. Support staff Job evaluation was in progress at national level and the College had recently implemented the FEDRA system for evaluation and he confirmed that the new HR Manager will commence next week.

7.1.3. A review of the sickness absence for the 2023/24 academic year had been conducted with a small reduction reported. It was acknowledged that the cost of sickness is huge and has an impact across college. Further discussions at LJNC was tabled to discuss absence controls.

7.1.4. Culture and Behaviour sessions had been undertaken with managers. The Values team were working to address celebration and success for staff, enhanced communication methods and an immersive leadership exercise was planned. Further updates would be provided. Staff development items had now been transferred to the Learning and Development team to improve efficiencies. EDI meetings were scheduled and activities had been reported.

7.1.5. The Committee welcomed the Immersive Leadership project.

7.1.6. One Member queried the sustainability of supplemented funding provided by Scottish Government to conclude the Lecturers pay settlements and it was understood that additional funding was not guaranteed beyond 2024.

7.1.7. The Committee queried the sickness absence data, some issues with communication between managers and staff around sickness was reported and management would seek to ensure appropriate interventions are provided to staff in a timely manner..

7.1.8. The Committee recommended that all costs associated with absence be included in F&GP financial reportage. **The Vice Principal and Executive Director of Finance would consider costs of absence and backfill within management accounts.**

7.1.9. The Above and Beyond Awards event was commended by the Committee.

7.1.10. **The Committee noted the content of the report.**

7.2. Estates and Sustainability Update | Paper FGP0924-7.1 | J McGraw

7.2.1. A number of updates were highlighted and noted as follows: -

7.2.2. The Fire Safety Risk Assessment report had been concluded and management actions identified. Insurance for the College was now being provided by Allianz.

7.2.3. Through the UK Shared Prosperity Funding an ECO Systems modular build had been

Minute - Finance and General-Purpose Committee – 12 September 2024
agreed with completion for 2025.

- 7.2.4. Additional works had been identified and were progressed over the summer period to aid the student experience and overall building condition.
- 7.2.5. The GPSEDS design tender process had begun and was scheduled for completion in 2029.
- 7.2.6. The Committee commended the successful funding bids.
- 7.2.7. The Committee queried the items raised through the Fire Safety Risk Assessment and it was noted that a further update on the progress of management actions would be provided to the F&GP Committee.
- 7.2.8. **The Committee noted the content of the report**

7.3. **Item 7 | FGP0924-7.3 | Information Governance Update (Data Protection Compliance / FOI / Digital Services**

- 7.3.1. There has been no change to the volume or nature of FOI requests with a reduction of requests recorded in July and August.
- 7.3.2. Enhanced information relating to FOI has been added to all formal College papers and guidance for staff was available on the FOI AdminNet page.
- 7.3.3. All returns to the Scottish Information Commissioner had been completed.
- 7.3.4. No major cyber incidents had been reported since the last meeting with the number of impersonation attempts showing an increase.
- 7.3.5. The revised Data Protection Bill had been rejected by Parliament and would be replaced with a new Digital Information and Data Bill, updates would be provided.

FOR INFORMATION ONLY

7.3.6. **Item 8 | AOCB | Verbal | R Nash**

- 7.3.7. The Principal recommended that a paper providing an update from the Tri-Partite Group be tabled for the next meeting, this was agreed.
- 7.3.8. **ACTION: Tri-Partite Group Report to be tabled for the next agenda re formal process for sale of assets and business transformation. LG**
- 7.3.9. **Date of the Next Meeting**
- 7.3.10. The date of the next meeting is scheduled for 12 November 2024.



**Dumfries and
Galloway College**

One step ahead

Item 2
FGP1124-2.2

Key	
■	Ongoing
■	Closed
■	Overdue

Finance and General-Purpose Committee

Action Log – 12 November 2024

No	Meeting Date	Action	Lead	Deadline	Status	Commentary
1	12.09.24	<u>Item 2 Minutes of Previous Meetings and Matters Arising</u> ACTION: Approval request to be issued by email to absent Members. LG	LG	Oct 24	Closed	Email sent and minutes approved.
2	12.09.24	The Vice Principal and Executive Director of Finance would consider costs of absence and backfill within management accounts	KH	Nov 24	Closed	Added to management accounts re financial statements.
2	12.09.24	<u>Item 3 Strategic Risk Register Paper FGP0924-3.1 L Grierson</u> ACTION - Circulate the paper to members not present for approval by email.	LG	Oct 24	Closed	Circulated and no additional comments.
3	12.09.24	<u>Item 4.2 Bad Debt Report Paper FGP0924-4.2 K Hunter</u> Action: Circulate the Approval request to Members by email.	LG	Oct 24	Closed	Circulated and no additional comments.
4	12.09.24	<u>Item 6 Commercial Development & Marketing Update Paper FGP0924-5.1 D. Dickson</u>	LG	Mar 25	Ongoing	To be brought to March 25 meeting.

No	Meeting Date	Action	Lead	Deadline	Status	Commentary
		ACTION: - The Committee requested that a summary of the risks including mitigations be tabled for the F&GP Committee following appointment of the Director post.				
5	12.09.24	<u>Item 8 AOCB Verbal R Nash</u> ACTION: Tri-Partite Group Report to be tabled for the next agenda	JC	Oct 24	Closed	Added to agenda 12/11/24

Finance and General Purposes Committee		
Agenda Item	3	
Paper Number	FGP1124-3.1	
Date of Meeting	12 November 2024	
Location	MS Teams	
Title of Paper	Strategic Risk Register	
Presented by	L Grierson	
Recommendation	Approval	
Freedom of Information Disclosure Assessment		
FOI flag:	<input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable	
Reason/s for choice:		
Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?)		
Further comments/updates after initial submission		
Date added	Added by (name and role)	Comment/detail

Read Time: 9 minutes

1. Recommendation

- 1.1. The Finance and General Purposes Committee are asked to consider any amendments to the risks and 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 Finance and General Purposes Committee.

3. Context

- 3.1 The Principal and Executive Leadership Team routinely review the Strategic Risk Register to reflect on the key risks to the College and the mitigations that are applied to each risk.
- 3.2 Currently FGP Committee has 2 risks assigned to it for review and any amendment made to these by Risk Owners, is noted below:

- Risk 3 Financial Sustainability. Risk 3 remains a major risk – **no changes to rating.**
- Risk 7: Industrial Relations – **no changes to rating.**

4. Strategic Implications

- 4.1 This paper links into the following strategic priorities: Priority 1 – Student Experience, Priority 3 – Growth and Financial Sustainability.

5. Risk

Risk	Mitigations
Risks 3 and 7	➤ Paperwork attached for reference.

6. Implications

Financial	YES	The College is required to achieve a balanced budget position on an annual basis in a tough fiscal environment.
Legal	YES	Failure could result in insolvency, reputational damage and industrial action.
Learning and Teaching	YES	Challenges to deliver on the objectives set out in the Outcome Agreement.
Equalities	NO	

Lorraine Grierson
Governance Professional
28 October 2024

STRATEGIC RISK REGISTER UPDATE F&G COMMITTEE – NOV 24

RISK DEFINITION		ORIGINAL TASK				RESIDUAL RISK					
No	Risk	Likelihood	Impact	Total	Risk Level	Likelihood	Impact	Total	Risk Level	Risk Appetite	Trend
Responsible Person - VP Finance and Commercial Services											
3	Failure to achieve institutional sustainability (F&GP)										
		5	5	25		4	5	20		Cautious	=
Responsible Person – VP People and Transformation											
7	Failure to achieve effective Industrial Relations (F&GP)										
		3	4	12		2	3	6		Cautious	v

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	Moderate 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	Critical Risk

Risk Score MatrixImpact	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

Reference to Risk Registers:	Financial	Owner: Principal
Description of the Risk:	Failure to achieve institutional sustainability due to sector-level budget allocations in 2024-25	
What are the possible consequences if the risk was to emerge?	The college will be unable to operate within the Scottish Public Finance Manual, contravening governance requirements by SG, Section 22, Reputational damage to Board and F&GP	

GROSS RISK SCORE (i.e without controls in place)

LIKELIHOOD	(A) 5/5	IMPACT	(B) 5/5	What is the total risk score? (A x B)	25/25
The GROSS risk is therefore: MIN/MOD/MAJ/CRIT		Critical Risk			

3 LINES OF DEFENCE	MITIGATIONS	MONITORING
Front Line (Management Assurance) Operational Delivery /Systems /Quality Assurance /Supervision	<ul style="list-style-type: none"> • Increase Commercial Income/ reduce reliance on SFC funding • Effective cost control • Active tracking of Credits against forecast • Protection of funding through dialogue with SFC • Scheme of Delegation 	<ul style="list-style-type: none"> • Commercial Reporting to FGP/review by SLT • Reportage to SLT / FGP/ BoM • Finance business partnering to review budgets/spend with Managers, and timely preparation of Management Accounts and forecasts • Continuous monitoring of demand v funding allocation of student funds • Spot checks by team
Organisation Oversight Of Management Activity Internal Compliance and quality checks / Legal and Regulatory / Financial controls / Management controls / Project assurance	<ul style="list-style-type: none"> • Strategic and Operating Plans approval process • Budgets approval process • Major project business cases approval processes • Finance Directors Network 	<ul style="list-style-type: none"> • Regular internal reporting to SLT, BoM and FGP Committee • Regular interaction with Scottish Funding Council Finance Team • Knowledge exchange through Finance Directors Network / Colleges Scotland • VPs Group and Principals Group
Independent Assurance Internal Audit / external bodies	<ul style="list-style-type: none"> • Internal Audit Programme • External Audit • Regional Outcome Agreement 	<ul style="list-style-type: none"> • External firm of professionals appointed/External by Audit Scotland / approval by Audit Committee/BoM • Regular returns to Scottish Funding Council (FFR/FES)

NET RISK SCORE (i.e with controls in place)

LIKELIHOOD	(A) 4/5	IMPACT	(B) 5/5	What is the total risk score? (A x B)	20/25
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Risk Status	Meeting 1 MAJ	Meeting 2 MAJ	Meeting 3	Meeting 4
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MEETING	AMENDMENTS TO RECORD AND PLANS TO TREAT
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Q1	Owner – all mitigations have been reviewed and updated. No change to ratings. FGP/BoM – approved.
Q2	Owner – No changes to ratings.
Q3	
Q4	

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

Strategic Objective: Risk No: 7 Failure to Achieve Effective Industrial Relations

Reference to Risk Registers:	Organisational	Owner: VP People and Transformation
Description of the Risk:	Failure to achieve effective Industrial Relations through local dialogue/relationships and effect of national campaigns from trade unions	
What are the possible consequences if the risk was to emerge?	Financial loss, impact to ability to effectively teach, industrial action, action short of strike action (ASOS), loss of reputation.	

GROSS RISK SCORE (i.e without controls in place)

LIKELIHOOD	(A)	IMPACT	(B)	What is the total risk score? (A x B)	12/25
	3/5		4/5		
The GROSS risk is therefore: MIN/MOD/MAJ/CRIT		Moderate Risk			

3 LINES OF DEFENCE	MITIGATIONS	MONITORING
Front Line (Management Assurance) Operational Delivery /Systems /Quality Assurance /Supervision	<ul style="list-style-type: none"> Constructive formal and informal communication channels Regular meetings Staff awareness and contingency planning 	<ul style="list-style-type: none"> LJNC (Local Joint Negotiating Committee) College Employers Scotland advice and updates Regular union/management dialogue
Organisation Oversight of Management Activity Internal Compliance and quality checks / Legal and Regulatory / Financial controls / Management controls / Project assurance	<ul style="list-style-type: none"> LJNC (Local Joint Negotiation Committee) Representation at Employers Association NRPA (National Recognition and Procedures Agreement) Representation at Strategic HR Network 	<ul style="list-style-type: none"> ELT/SLT/Board Staff engagement survey Regular union/management dialogue
Independent Assurance Internal Audit / external bodies	<ul style="list-style-type: none"> College Employers Scotland 	<ul style="list-style-type: none"> SFC/Scottish Government HR Sub/BoM oversight

NET RISK SCORE (i.e with controls in place)

LIKELIHOOD	(A)	IMPACT	(B)	What is the total risk score? (A x B)	6/25
	2/5		3/5		

Risk Status	Meeting 1 MOD	Meeting 2 MIN	Meeting 3	Meeting 4
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MEETING	AMENDMENTS TO RECORD AND PLANS TO TREAT
Q1	Owner – all mitigations have been reviewed and updated. No change to ratings. FGP – after discussion it was agreed that industrial disputes/ASOS have currently ceased and a reduced likelihood of upcoming disputes, therefore, the inherent rate has been reduced to 12 and the residual rate reduced to 6. BoM – approved.
Q2	Owner - all mitigations have been reviewed and updated. No change to ratings
Q3	
Q4	

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

Finance and General Purposes Committee		
Agenda Item	7	
Paper Number	FGP 7.1	
Date of Meeting	12 November 2024	
Location	MS Teams	
Title of Paper	Estates and Sustainability Annual Report	
Presented by	Joe McGraw	
Recommendation	Choose an item.	
Freedom of Information Disclosure Assessment		
FOI flag:	<input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable	
Reason/s for choice:		
Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?)		
Further comments/updates after initial submission		
Date added	Added by (name and role)	Comment/detail

Read Time: 7 minutes

1. Recommendation

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

2. Executive Summary

- 2.1 A wide range of works completed in AY 2023/24 aligned to the existing Estates Action Plan.
- 2.2 Successful funding bids allowed for major projects to be realised such as the Fire/Intruder/CCTV project. 2 new major projects underway in AY 24/25.
- 2.3 Estates team continue to focus on ensuring day to day works including compliance checks/inspections are completed.

3. Context

3.1.1 Estates Update

- 3.1.1 Throughout AY 2023/24 the main focus of Estates work was the completion of works in line with the Estates action plan, whilst working to deliver in-year savings in line with the wider College requirements.
- 3.1.2 During the year, 2 team changes were made to provide clear focus in 2 key areas:
 - Estates Administrator has taken on the new role of H&S advisor. This change was made in January 2024 and has been focussed on delivering the H&S action plan
 - Building Services Engineer role was filled by an existing janitor. This role has been focussed on the day-to-day technical side of Estates working along with the Estates Team Leader. This change took place in March 2024.
- 3.1.3 With these roles active, there has been a focus on making changes to how we deliver key services. New systems, such as Smartlog for H&S, will help the team future proof the service and ensure clear focus on compliance, task completion and digital record keeping.
- 3.2 Estates Action Plan works AY 2023/24
- 3.2.1 The following works were identified as priority works under the Estates action plan for AY 2023/24. All works were complete within time and allocated budget.

Works	Campus	Status
Rooms M014a/b/c upgrades to include permanent walls/doors and Air Conditioning	Dumfries	Complete
Room 1046 Refresh including decoration and furniture	Dumfries	Complete
2 nd Floor offices Air conditioning install	Dumfries	Complete
Reprographics – Change of use to become new SDS space	Dumfries	Complete
Room 1074. Change of use to become Scottish Enterprise Space.	Dumfries	Complete
Stranraer Campus – Room G46 Change of use to become SDS Space	Stranraer	Complete
Flooring Works – Level 0 Construction and Costa area	Dumfries	Complete

Air Compressor move from plantroom to loading bay area	Dumfries	Complete
Workshop 0016 Roller Shutter door upgrade	Dumfries	Complete
LEV upgrades in workshops	Stranraer	Complete
Passenger lift improvements	Stranraer	Complete
Signage refresh – Internal and External	Dumfries	Complete
Laundry room – replace washers/driers(phase 1)	Dumfries	Complete

3.3 High Priority Capital Works - Funded

- 3.3.1 In late 2023, the College was successful in its bid to the SFC high priority capital fund, receiving £350k to carry out upgrades to its Fire/Security and CCTV systems at the Dumfries campus. These works had been identified on the 2022 condition survey as urgent due to end of lifespan for the existing system.
- 3.3.2 Following a competitive tender DMI of Airdrie were appointed to carry out the works. The project began in March 2024 and was completed in July. As a result, the College now has a full new set of systems which reflect the modern standards and provide greater coverage than the previous systems provided.
- 3.3.3 As part of the tender, 5 years of maintenance was included which will provide efficiency savings of circa £8k per annum for the next five years, as the cost was covered within the capital bid.

3.4 UK Shared Prosperity Fund

- 3.4.1 In early 2024, the College took part in a bid process to the UK Shared Prosperity Fund which was aimed around increasing space to help provide the skills required in the region, namely Engineering and Construction. Whilst there is a need for focus in this area, space is a challenge.
- 3.4.2 The bid, for £450k, was to allow the College to provide additional teaching space onsite using sustainable modular construction.
- 3.4.3 In July 2024 the College found it was successful in the bid with £350k awarded to the project.
- 3.4.4 This funding has allowed the College to purchase a modular unit which will provide 150m² of additional space which is split into 2 teaching rooms with associate storage.
- 3.4.5 The project is now about to be submitted to the Planning Department for planning permission, along with a further application to Building Standards for the building warrant.
- 3.4.6 It is envisaged that this project will be complete in January 2025.

3.5 Sustainability Update

- 3.5.1 At the time of writing, the annual Public Bodies Climate Change Duties report is being populated ahead of review and submission for the 30th November.
- 3.5.2 Key points to be noted in the report:

- Emissions have risen in reporting year 2023 by approximately 45 tCO₂e. This is mainly on Electricity and Gas usage.
- 2023 is the first year to report where UWS have been onsite, increasing footfall and building use.

3.5.3 The full figures will be available once the report has been through the external review and validations.

3.6 Net Zero Works

3.6.1 As part of the Estates Action Plan, a number of key projects were identified with the aim of improving building performance, reduce costs and ultimately reduce our carbon emissions.

3.6.2 These projects were present as part of a £4.98m bid to the Scottish Governments Green Public Sector Estates Decarbonisation Scheme (GPSEDS).

3.6.3 The bid was submitted in January 2024 and in June 2024 the College was informed of its success, allowing the projects to progress although this has had to wait until September due to the GPSEDS team requiring contracts signed and pre-start meetings.

3.6.4 Due to the GPSEDS requirements, the bids had to be based around Heat in Buildings.

3.6.5 The projects identified are:

- Building insulation: Upgrade of external cladding system to provide greater insulation valued
- Building insulation. Looking at floor cavity or internal wall insulation
- Low carbon heat: Remove existing gas heating and hot water systems to move to a new low carbon heat pump system
- Fabric upgrades: Upgrades to main entrance and workshop roller doors.

3.6.6 At this stage, the College has appointed a full design and project management team to lead the works. This was drawn from a Scotland Excel Framework and the successful bidder was Atkins Realis. Atkins have now begun design work following a first workshop at Dumfries Campus in October.

4. Strategic Implications

4.1 This paper is directly linked to Strategic Priority 5, Systems and Infrastructure. Further links to Priority 4, Finance and Performance.

5. Risk

Risk	Mitigations
Risk 3. Failure to achieve institutional sustainability (FGP)	<ul style="list-style-type: none"> ➤ Utilising external funding to carry out improvement works

Risk 10- Failure to achieve and effective student experience	➤ Ensure suitable works are identified with L&T colleagues aimed directly at enhancing the on-campus student experience
Risk 12 – Failure to meet regulatory Health and Safety Obligations	➤ Reporting and Review procedure including Near Miss ➤ Health and Safety IOSH training for staff ➤ Specific communication at time of increased risk eg Covid, building works, adverse weather ➤ Clear channels of communication regarding issues and preventative actions.

6. Implications

Financial	YES	Continued investment required in estates projects each year to ensure building and facilities are kept in operational condition. External funding eases the pressure on College budgets in 23/24
Legal	YES	The College must meet statutory requirements in terms of Estates provision.
Learning and Teaching	YES	Estates provision directly affects the provision of high quality learning and teaching
Equalities	YES	The College estate must always be suitable for all users, ensuring accessibility and fairness for all.

Billy Currie

Director of Estates and Sustainability

04 November 2024

Finance and General Purposes Committee		
Agenda Item	7	
Paper Number	FGP1124-7.2	
Date of Meeting	12 November 2024	
Location	MS Teams	
Title of Paper	Scotland's Colleges Infrastructure Strategy	
Presented by	Billy Currie	
Recommendation	Discussion	
Freedom of Information Disclosure Assessment		
FOI flag:	<input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable	
Reason/s for choice:		
Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?)		
Further comments/updates after initial submission		
Date added	Added by (name and role)	Comment/detail

Read Time: 4 minutes

1. Recommendation

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

2. Executive Summary

- 2.1. The College Infrastructure Strategy (CIS) delivery plan was launched in December 2023 by Scottish Funding Council, aimed to align an infrastructure investment plan (IIP) with the actual needs of the organisations.
- 2.2. The Strategy focuses on 3 key themes, Physical Estate, Digital Estate and Net Zero. This is line with the Scottish Governments policies, national priorities and key strategic outcomes

3. Context

3.1. Current position

- 3.1.1 The College Infrastructure Strategy was published in November 2022. The strategy sets out the SFCs approach to determining future investment in Scotland College estate and other College infrastructure.
- 3.1.2 The strategy detailed on how a clear Infrastructure Investment Plan would be developed in conjunction with all Colleges and agencies with interest/responsibility covering these key areas.
- 3.1.3 In June 2024 SFC launched its Baseline 2024 project which is the first step in the data gathering process linked to the creation in the IIP.
- 3.1.4 The SFC announce AtkinsRealis as the consultant lead for the project.
- 3.1.5 The Baseline process was fully opened in August 2024 and closed in October. The process involved College's inputting key data into the AtkinsRealis navigator system which was set up to provide key detail for overall College business, individual campus and then individual building where applicable.
- 3.1.6 Data required included strategies, policies, and procedures currently available, detail spend on maintenance and upgrades over the coming 5 years, any projects identified by the organisation taking place over the coming 5 years.
- 3.1.7 Whilst the majority of the data was around Estates there was a requirement to input details of digital infrastructure and planned/project spend also.
- 3.1.8 With the process finished, clarifications have been sought from organisations on their data to ensure the most accurate profile can be built.

3.2 Next Steps

- 3.2.1 SFC have updated that the next steps will be undertaken in phase 2 which is likely to begin in February 2025.
- 3.2.2 Key points to the phase include:
 - Update/refresh of baseline data.
 - Training/support for colleges to build investment business cases.
 - Analysis of all data received alongside funding models and other associated work packages.

3.2.3 The key output for this work, a full IIP with a rolling 10 year investment programme, is scheduled to be published by the end of winter 2025.

3.3 What does this mean for D&G College?

3.3.1 Ultimately, this infrastructure investment plan will help Colleges get fair and equitable access to funds which will help upgrade our infrastructure without the need to impact our core funding.

3.3.2 Given the College has previously invested in condition surveys its data has been held as exemplar in the initial baseline/feedback phase and as such has helped put in a detailed and accurate spend profile over the coming 5 years.

3.3.3 There will be an opportunity to gain access to funding to carry out major upgrades for key areas such as Stranraer where the building is now 34 years old and in need of significant investment to meet the key physical/digital and net zero estates ambitions.

3.3.4 Further opportunities will be available for the Dumfries campus based on growth areas and partnership, indeed the UWS partnership and other co-locations such as SDS and Scottish Enterprise already hold the College on the front foot in terms of Estates priorities.

4. Strategic Implications

4.1 This paper is directly linked to Strategic Priority 5, Systems and Infrastructure and to Priority 4, Finance and Performance.

5. Risk

Risk	Mitigations
Risk 3. Failure to achieve institutional sustainability (FGP)	➤ Utilising external funding to carry out improvement works
Risk 11. Failure to achieve and maintain systems and operable and secure ICT	➤ Ensure a robust investment plan is identified and produced as part of the funding exercise

6. Implications

Financial	YES	Additional priority funding relieves pressure on college core funding
Legal	NO	

Learning and Teaching	YES	By ensuring we have a focussed investment plan this will positively impact on our L&T estate
Equalities	YES	Our funding priorities should be focussed on delivery for all college users

Billy Currie

Director of Estates and Sustainability

04 November 2024

Finance & General Purposes Committee		
Agenda Item	7	
Paper Number	FGP1124-7.3	
Date of Meeting	12 November 2024	
Location	MS Teams	
Title of Paper	Information Governance Group Update	
Presented by	Joe McGraw	
Recommendation	Discussion	
Freedom of Information Disclosure Assessment		
FOI flag:	<input checked="" type="checkbox"/> Disclosable <input type="checkbox"/> Non-disclosable	
Reason/s for choice:		
Notes from author: (When will it become disclosable? Has FOI Officer guidance been sought?)	No FOI officer guidance has been sought	
Further comments/updates after initial submission		
Date added	Added by (name and role)	Comment/detail

Read Time: 5 minutes.

1. Recommendation

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

2. Executive Summary

- 2.1 There has been no FOI requests received since the last meeting.
- 2.2 There have been no data protection incidents or breaches since the last meeting.
- 2.3 No 'major cyber incidents to report since the last meeting.

3. Context

3.1 Freedom of Information Requests

- 3.1.1 It was reported to ICG, that since the last meeting no FOI requests have been received.
- 3.1.2 We have seen a downturn in the volume of FOI requests being made since the summer break.

3.2 Data Protection/GDPR

- 3.2.1 The DPO team have been consulting with members of the College on data sharing agreements on 'Powering Futures' and inputting into consultation on possible changes to student enrolment data.
- 3.2.2 The Retention Schedule has been updated in support of the recently published Records Retention Policy and will be held on AdminNet.
- 3.2.3 The following privacy notices have been reviewed and updated since the last meeting:
 - Student Support - Needs Assessment
 - Photography and Video Content
 - CCTV
 - Visitors
 - National Fraud Initiative
 - COLIN
 - Zest Restaurant
 - Hair and Beauty

3.3 Data Subject Rights Requests and Concerns

- 3.3.1 There have been no requests since the previous meeting.

3.4 Data Security Incidents and Personal Data Breaches

- 3.4.1 None to report since the last meeting.

3.5 Staff Training

- 3.5.1 Overall responsibility for staff training has transferred to the Performance Team. It has been agreed that data protection training will be included in the 'essential training' suite of training to be completed by summer 2025.

3.6 Data Sharing Agreements

- 3.6.1 All data sharing agreements have been updated.

3.7 Cyber update

- 3.7.1 No major incidents have been reported since the last meeting.
- 3.7.2 October was 'Cyber-Awareness' month, which started with a Phishing exercise. In addition, four awareness campaigns were also sent out, which included real life examples of Phishing exercises, ways to protect yourself and a 10 short question quiz.
- 3.7.3 Mandatory training on cyber awareness will be included in the 'essential training' suite of training to be completed by summer 2025.

4. Strategic Implications

- 4.1 This paper is linked to Strategic Priority 2 - People and Culture, and Strategic Priority 5 - Systems and Infrastructure.

5. Risk

Risk	Mitigations
Penalties or enforcement action by the ICO, reputational damage, litigation	<ul style="list-style-type: none"> ➤ Strong data protection framework in place ➤ Technical and organisational controls ➤ Strong incident response focused on containment, mitigation, and learning lessons from incidents
11 – Failure to achieve and maintain systems and operable and secure ICT	<ul style="list-style-type: none"> ➤ Documented disaster recovery procedures. ➤ Cyber Incident disaster recovery plan and training. ➤ Staff CPD on business continuity areas including Cyber security. ➤ Firewalls and antivirus software in place. ➤ Regular internal review of security measures and action around areas of concern ➤ Regular cyber/phishing exercises. ➤ CISO (Chief Information Security Officer) service in place through HEFESTIS.

6. Implications

Financial	No	No direct financial implications
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Information Governance Group Update		FGP1124-7.3
Legal	Yes	Compliance with UK GDPR and the Data Protection Act 2018 (DPA 2018) and the Privacy and Electronic Communications Regulation 2003 (PECR 2003).
Learning and Teaching	No	No direct Learning and Teaching implications.
Equalities	No	No direct Equalities implications.

Joe McGraw

Vice Principal People & Transformation

4 November 2024