

Board of Management

Meeting of the Finance & Physical Resources Committee

MINUTE OF 1st MEETING HELD ON WEDNESDAY 29 SEPTEMBER 2021 AT 1500 HRS
(FPRC1)

Present	
Karen Kelly (KK) (Convener)	
In attendance	
Barry Ashcroft (BA)	Sheila Lodge (SL)
Paul Clark (PC)	Alex Stewart (AS)
John Gribben (JFG) (Item 4.1 only)	Stuart Thompson (ST)
Chris Keenan (CK) (Item 4.1 only)	Ann Butcher (Minute)
Apologies for absence	
Paul Little (PL)	Ronnie Quinn (RQ)
Stuart Patrick (SP)	Lesley Woolfries (LW)

PC advised members that attendance was currently inquorate and the meeting was unable to proceed effectively. It was agreed that the meeting proceed without quorum and confirmation of approval would be sought on any provisional decisions made via email to all members following the meeting.

Item FPRC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from PL, SP, RQ and RW.	

Item FPRC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Items for noting were taken at this time.

Item FPRC1-5.1	Non Compliant Spend Report	
Paper No: FPRC1-N	Lead: S Thompson	Action requested: Discuss
Decision/Noted	To note the update and progress in the volume and value of regulated non-compliant procurement expenditure which currently sits at 1.7% for Q4.	

Item FPRC1-5.2	Financial Forecast Return (FFR)	
Paper No: FPRC1-O	Lead: S Thompson	Action requested: Discuss

Decision/Noted	To note the College SFC Financial Forecast Return (FFR), July 2021. The Committee noted that urgent expenditure had been prioritised and the surplus was reduced to £2k.
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Item FPRC4-5.3	Credit Delivery Update	
Paper No: FPRC1-P	Lead: S Thompson	Action requested: Note
Decision/Noted	To note that the College is currently projected to exceed the 2020-21 SFC Credit target. As at August 2021, full time enrolments for 2021-22 are below target. ELT/SMT are currently considering the projected shortfall in Credit delivery and additional courses including January start programmes, are being planned.	

Item FPRC1-5.4	Facilities Management Report	
Paper No: FPRC1-Q	Lead: S Thompson	Action requested: Note
Discussion/ Matters Arising	ST updated the Committee on current issues regarding slow progression of required Low Value Changes which have been requested over the last few months. This matter has now escalated and is being discussed with GLQ.	
Decision/Noted	To note the reportage on business as usual in Estates and Facilities Management for the operational period May - July 2021.	

Item FPRC1-5.5	IT Progress Report	
Paper No: FPRC1-R	Lead: S Thompson	Action requested: Note
Discussion/ Matters Arising	<p>BA introduced the IT update report and highlighted the new format changes which aim to provide a more comprehensive and value adding update report. Provision of key IT metric reports will be considered once the new Support Service Desk Platform has been implemented. A dedicated Cyber Security Risk section incorporating key risks from the IT Cyber Risk Register and their mitigations has also been added. BA provided an update on the breakdown of laptops yet to be returned.</p> <p>KK commended the updated report and welcomed the conversion of temporary Service Desk Technicians to permanent members of staff.</p>	
Decision/Noted	To note the progress report on the delivery and operational performance of the College IT Service.	

Items for approval were taken. KK agreed that key decisions would be made on a provisional basis for circulation by email for approval and ratification by all Committee members.

Item FPRC1-3.1	Minute of Previous Meeting held on 2 June 2021	
Paper No: FPRC1-A	Lead: Convener	Action requested: Approve
Decision/No4ed	That the minute be provisionally approved.	
	Matters Arising My Development	

PC will clarify update of Business Case as agreed at the 02 06 21 meeting with J Gribben.

Sustainability Strategy – Student Consultation Report

SL updated members on the Student Consultation Report which was requested for circulation by N Garcia at the last meeting. Following investigation, this report was not completed and has not been continued by the current Students’ Association Executive team therefore would not be available for circulation. This action was closed.

Item FPRC1-3.2 Committee Annual Report 2020-21

Paper No: FPRC1-B	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	PC presented the the high-level review of the activities of the FPR Committee throughout 2020-21.	
Decision/Noted	To approve provisionally the Annual Report 2020-21.	

Item FPRC1-3.3 Committee Programme of Work 2020-21

Paper No: FPRC1-C	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	The Committee Programme of Work for 2021-22 was reviewed. Subject to addition of the Charles Oakley Building (COB) Business Case and Options Appraisal at the December 2021 meeting and removal of the Strategy Outcome Reports (which will be provided for the November Planning Day event) the Programme was approved.	
Decision/Noted	That subject to amendment, the Programme of Work 2021-22 was provisionally approved.	

Item FPRC1-3.4 Sustainability Strategy 2021-30

Paper No: FPRC1-D	Lead: S Lodge/P Clark	Action requested: Discuss
Decision/Noted	To approve provisionally the Sustainability Strategy 2021-30.	

Item FPRC1-3.5 Environmental Policy

Paper No: FPRC1-E	Lead: S Lodge/P Clark	Action requested: Discuss
Decision/Noted	To approve provisionally the Environmental Policy.	

Item FPRC1-3.6 Fee Waiver Policy

Paper No: FPRC1-F	Lead: S Lodge/P Clark	Action requested: Discuss
Decision/Noted	To approve provisionally the Fee Waiver Policy.	

Item FPRC1-3.7 Refund of Course Fee Policy

Paper No:	Lead: S Lodge/P Clark	Action requested: Discuss
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FPRC1-G	
Decision/Noted	To approve provisionally the Course Fee Policy.

Item FPRC1-3.8	Procurement Policy	
Paper No: FPRC1-H	Lead: S Lodge/P Clark	Action requested: Discuss
Decision/Noted	To approve provisionally the Procurement Policy.	

Item FPRC1-3.9	Financial Regulations Update	
Paper No: FPRC1-I	Lead: S Lodge/P Clark	Action requested: Discuss
Decision/Noted	<ul style="list-style-type: none"> To note that Sections 80 to 85 have been added to include the terms agreed in the Memorandum of Understanding. To approve provisionally the updated Financial Regulations Update. 	

JFG and CK attended the meeting.

Item FPRC1-4.1	Health and Safety Annual Report 2020-21	
Paper No: FPRC1-J	Lead: S Lodge/P Clark	Action requested: Discuss
Discussion/ Matters Arising	<p>JFG highlighted key elements of COVID and Health and Safety routine working arrangements undertaken during 2020-21. Significant changes to the Health and Safety team and the structure were also noted. The Committee were informed all but one action point within the Henderson Loggie audit report were now complete.</p> <p>CK introduced the Health and Safety Annual Report 2020-21 and particularly highlighted the significant amount of training undertaken by staff especially on the new Health and Safety, and Risk Assessment Policies and Procedures. He commended the H&S Team and wider College staff for their involvement and implementation, particularly in response to COVID issues and stressed that this increased focus on H&S and Risk Assessment would continue to evolve.</p> <p>KK praised the report and the rapid developments and processes put in place in response to changing COVID guidelines and further commended the ongoing approach to risk assessments.</p>	
Decision/Noted	To note the Health and Safety Annual Report 2020-21.	

JFG and CK left the meeting.

Item FPRC1-4.2	Financial Plan 2020-21 Update	
Paper No: FPRC1-K	Lead: S Thompson	Action requested: Discuss
Discussion/ Matters Arising	ST provided an update on progress against the College Financial Plan for 2020-21. A small surplus of £238k for the 12 months to 31 July 2021 was noted. ST reminded that this has been achieved through additional funding sources which had been provided on a one-off basis.	
Decision/Noted	To note the update report.	

Item FPRC1-4.3		Forecast Financial Plan 2021-22	
Paper No: FPRC1-L	Lead: S Thompson	Action requested: Discuss	
Discussion/ Matters Arising	<p>ST reported that the Scottish Government has provided no indication of additional funding for 2021-22. High levels of uncertainty across major items of income and expenditure continue and planning for a break-even budget has proved difficult. Due to additional staff costs, increased estimated pay award and IT costs, an operating deficit of £1.3m is currently forecast.</p> <p>The Committee noted that credit shortfalls relating to COVID will likely receive full SFC grant and Colleges are working with the SFC to maximise ESF and FWDF grants to further help reduce any potential shortfall.</p> <p>KK requested a progress update on the potential additional initiatives detailed within the report. ST advised that these initiatives are currently being RAG-rated by ELT and a full update on implementation, progress and improvement on the overall position will be provided at the next meeting. Further opportunities to generate additional income through delivery of additional training (upskilling and reskilling/micro-credentials) are also being considered.</p>		
Decision/Noted	To provide an update, including progress on additional initiatives at the next meeting.		

Item FPRC1-4.4		Strategic Risk Review	
Paper No: FPRC1-M	Lead: P Clark	Action requested: Discuss	
Discussion/ Matters Arising	<p>The risks currently related to the Committee's areas of responsibility were submitted for review. PC highlighted the recent risk movements and risk scores. Risk 15 – <i>'Failure to achieve operating surplus via control of costs and achievement of income targets'</i> was further reviewed. It was agreed that the likelihood of failure to achieve an operating balance has now increased. It was agreed that the Likelihood be increased to 4, increasing the overall risk score to 4 x 3 = 12 (AMBER).</p> <p>The risk scores of all other Financial Risks remained unchanged.</p>		
Decision/Noted	<ul style="list-style-type: none"> • To approve provisionally the Finance Risk Scores as discussed. • To note the Risk Register dated 22 September 2021. 		

Item FPRC1-6		Any Other Notified Business	
Paper No:	Lead: Convener	Action requested: Note	
Decision/Noted	<p>Committee Meeting Time It was agreed that the meeting time of the Committee be reviewed.</p>		

Item FPRC1-7		Disclosability of Papers	
Paper No:	Lead: P Clark	Action requested: Verbal	

Decision/Noted	That the disclosability status of papers as described on respective cover sheets be retained.	
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Item FPRC1-8	Date of Next Meeting	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Wednesday 1 December 2021 (time to be agreed),	

The meeting closed at 4.20 pm.

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
FPRC1-4.3 29 09 21	Forecast Financial Plan 2021-22: To provide a progress report on additional initiatives.	ST	01 12 21
FPRC1-4.4 29 09 21	Committee Meeting Time: Review Committee meeting time.	PC	ASAP

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
FPRC4-3.1 02 06 21	VLE: That any urgent decision-making matters required prior to the next meeting be undertaken by email.	PC/ST	Prior to 29 09 21 Complete
FPRC4-3.1 02 06 21	Fee Waiver Policy: Submit update at next meeting.	ST	29 09 21 Complete
FPRC4-3.1 02 06 21	Financial Regulations Update: Submit update at next meeting.	ST	29 09 21 Complete
FPRC4-3.1 02 06 21	COB: Submit options appraisal paper at December meeting.	PL/ST	01 12 21
FPRC4-3.2 02 06 21	Refund of Course Fee Policy: Submit update at next meeting.	ST	29 09 21 Complete
FPRC4-3.3 02 06 21	My Development: Update Business Case as agreed.	JFG	ASAP
FPRC4-4.1 02 06 21	Sustainability Strategy: Submit student consultation report at next meeting.	SL	29 09 21 Complete
FPRC4-4.2 02 06 21	Digital Strategy: Update as agreed.	BA	ASAP Complete
FPRC4-4.5 02 06 21	Draft Financial Plan 2021-22: Submit updated Plan as agreed.	ST	BoM 16 06 21 Complete