

# Finance and General Purposes Committee

## Agenda

**Meeting reference:** F&GP2016-17/02

**Date:** Wednesday 30 November 2016 at 4.30pm

**Location:** Room 033

**Purpose:** Scheduled meeting

\* Denotes items for discussion.

Members should contact the Clerk in advance of the meeting if they wish to request an item be starred.

**The F&GP Committee will be joined by the Audit Committee at 5.30pm to review the Management Accounts and Financial Statements for 2015-16.**

	<b>Agenda Items</b>	<b>Author</b>	<b>Led by</b>	<b>Paper</b>
1	Welcome and apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declarations of a Conflict of Interest in any Agenda Item			
4	Minutes of the Meeting of the Finance and General Purposes Committee held on 12 October 2016		Chair	Enclosure 1
5	Actions arising from previous minutes			
6	Accounts			
*6.1	Perth College Management Accounts – 3 months to 31 October 2016	Ian Martin	Ian Martin	Tabled
*6.2	AST Management Accounts – 3 months to 31 October 2016	Helen Warne	Jackie Mackenzie	Enclosure 2
7	Estates			
*7.1	Maintenance Programme (including prioritised list of backlog projects)	Jackie Mackenzie	Jackie Mackenzie	Enclosure 3
8	Human Resources			
*8.1	Human Resources Update	Susan Bald	Susan Bald	Enclosure 4
*8.2	Recognition and Procedure Agreement December 2016		Susan Bald	Enclosure 5

9	Committee Business			
9.1	Forward Calendar for F&GP Committee	Clerk	Clerk	Enclosure 6
10	Standing Committees			
10.1	Joint Negotiating Committee 27 October 2016 <ul style="list-style-type: none"> <li>• Support Staff</li> <li>• Lecturers</li> </ul>			Enclosure 7 Enclosure 8
11	Date and Time of next meeting  Wednesday 8 March 2017			
12	Review of Meeting (to include check against Terms of Reference to ensure all competent business has been covered)			Enclosure 9
	<b>Joint Meeting – The Committee will be joined by the Audit Committee at 5.30pm to review the Accounts and Financial Statements for 2015-16</b>			
13	Joint welcome and apologies		Chair of F&GP and Audit	
14	Perth College Management Accounts Year to 31 July 2016 – Final Report and Commentary	Ian Martin	Ian Martin	Enclosure 10
15	External Audit Annual Report 2015-16		Wylie Bisset	Enclosure 11
16	Draft Perth College Group Report and Financial Statements for the Year ended 31 July 2016	Ian Martin	Ian Martin	Enclosure 12
	The F&GP Committee will conclude its business and leave the meeting at this point			