

Finance and General Purposes Committee

Draft Minutes

Meeting reference: FGP2017-18/01
Date and time: Wednesday 27 September 2017 at 5.30pm
Location: Room 019

Members present: Margaret Cook, Jim Crooks, John McDonald (by video conference), Grant Myles

In attendance: Jackie Mackenzie (Vice Principal, Finance and Estates - VP F&E)
Ian Martin, Head of Finance

Apologies: David Littlejohn, Harold Gillespie

Chair: Grant Myles
Minute Taker: Maureen Masson
Quorum: 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
	From 8 March meeting		
*8.1 and 10.1	An email to the Committee on the issues identified in CPD reporting and clarification of the heading 'depression' in sickness absence statistics and how that related to 'stress' would be made	Head of HR	Mid November 2017
6	Accounts		
*6.1	A clear explanation for the £7.4M surplus would be given in the final accounts.	Head of Finance/VP F&E	Timeline for final accounts
	The credits and associated funding from Lowlands and Uplands Scotland (LUPS) should be identified in the management accounts to ensure the College continues to have sight of it.	Head of Finance/VP F&E	Timeline for final accounts
*6.2	Draft AST Management Accounts – 12 months to 31 July 2017 Closed	VP F&E	By next AST meeting
*7.1	Budgets Closed		

8	Estates Update Keep under review any opportunities for sharing services/expertise among the partner group.	VP F&E	Ongoing
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Minutes:

Item	Action
<p>1. Welcome and Apologies</p> <p>In the absence of the Chair and Vice Chair, the Committee agreed that Grant Myles would chair the meeting.</p> <p>Apologies were noted.</p>	
<p>2. Additions</p> <p>There were no additions to the agenda.</p>	
<p>3. Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest.</p>	
<p>4. Minutes of Meeting held on Wednesday 8 March 2017</p> <p>The minutes were approved as a correct record subject to a note being added which recorded Jim Crooks as leaving at item 8.</p>	
<p>5. Matters Arising from Previous Minutes</p> <p>*8.1 and 10.1 Human Resources Update</p> <p>The report on CPD report had not yet been brought back to F&GP. In addition, further analysis was needed to ascertain any correlation between the 'stress' and 'depression' headings in the HR figures.</p> <p>An email response following up these two matters would be circulated to members before the next Committee meeting.</p> <p>*6.3 3 year gap analysis 2017-20</p> <p>On the agenda.</p>	Principal
<p>6. Accounts</p>	

***6.1 Draft Perth College Management Accounts – 12 months to 31 July 2017**

The Head of Finance introduced the paper noting that this would form the basis of the statutory accounts for the Perth College Group. The Committee noted the management accounts and balance sheet and the key movements in each. The following points were noted:

- overall the College was in a break even position at year-end;
- some release of funding for estate maintenance had been identified to spend against a prioritised plan;
- some movement was expected in the net asset position reported in the balance sheet and this result in a further change in the final reported position;
- the reasons for a reported surplus of £7.4M in the statutory accounts in line with FRS102 release of non government grant income for ASW from the Arms' Length Foundation, a non- cash pension charge and an actuarial adjustment for the pension fund. The Committee noted that the final accounts would include an explanation of the reported final position.
- the credits and associated funding from Lowlands and Uplands Scotland (LUPs) should be identified in the accounts to ensure the College continues to have sight of it.
- confirmation of the understanding across the UHI partnership of European funding together with an ongoing assessment of the impact of the potential loss of funding streams post Brexit.

Head of
Finance/
VP F&E

Head of
Finance/
VP F&E

***6.2 Draft AST Management Accounts – 12 months to 31 July 2017**

Closed

7 Budgets

***7.1 2017-22 Budget proposals including Financial Forecast Return**

Closed

8 Estates Update

The Vice Principal Estates and Finance provided an update on estate matters. A programme of works had been completed over the summer including the installation of a new lift in the Brahan Building. A programme of works for 2017-18 Academic Year was being drawn up with the focus on planned maintenance activity. The programme would come forward to the next F&CP meeting.

Post project evaluation of the Academy of Sport and Wellbeing was

planned for the near future now that the final account had been agreed. The objective for ASW was a break even position and clear targets had been set to help working toward those. In terms of the ASW accounts a number of savings had been achieved – one example was the cost of marquee hire that was no longer needed.

The Chair was keen to keep under review any opportunities for sharing services/expertise among the partner group.

VP F&E

9. Human Resources

***9.1 National Bargaining**

The Principal provided a verbal update. There had been no further national bargaining meetings since the last F&GP meeting, however, further discussions would start week commencing 2 October. The Scottish Government had undertaken a 'lessons learned' exercise in consultation with trades unions, employers association, civil servants and ministers.

UHI partner colleges had expressed concerns about the cost of pay element of implementation, the impact of national job evaluation, and the timescale for completion. Collective partnership representation was possible going forward in discussions with the Employers association given the unique and diverse nature of UHI business.

10. Standing Committees

10.1 Joint Negotiating Committee 15 June 2017

- Support Staff
- Lecturers

Minutes - noted

11 Date and Time of Next Meeting

A joint meeting with the Audit Committee would be held on 29 November 2017

12 Review of Meeting

The meeting covered its remit

Information recorded in College minutes is subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information

relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes – Open but with removal of closed items noted in the minute

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1998. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1998? **Yes** **No**