

# Finance and General Purposes Committee

## Draft Minutes

**Meeting reference:** FGP2017-18/04  
**Date and time:** Wednesday 30 May 2018 at 5.30pm  
**Location:** Room 019

**Members present:** Jim Crooks, Harold Gillespie, Deborah Hutchison, David Littlejohn

**In attendance:** Jackie Mackenzie, Chief Operating Officer (COO)  
Susan Hunter, Head of Human Resources and Organisational Development (Head of HR and OD)  
Maureen Masson, Secretary to the Board of Management

**Apologies:** Grant Myles, Margaret Cook

**Chair:** David Littlejohn  
**Minute Taker:** Maureen Masson  
**Quorum:** 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
Addition to agenda	HR Procedure documents to be included in the agenda for the Board of Management and papers to be provided by Head of HR and OD	Board Secretary/Head of HR and OD	By 5 June 2018

## Minutes:

### Item

#### 1. Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were noted.

#### 2. Additions to the Agenda

There was one addition to the agenda notified by the COO. An update on the development of two College procedures – Redundancy and Organisational Change Procedures – would be added to the end of the agenda.

#### 3. Declaration of Interest in any Agenda Item

There were no declarations of a conflict of interest.

### Action

#### **4. Minutes of Meeting held on Wednesday 7 March 2018**

The minutes were approved as a correct record.

#### **5. Matters Arising from Previous Minutes**

##### **\*8.1 Balanced Scorecard**

Review Balanced Scorecard indicators and format for presentation

Action update: A new Planning and Project Manager was now in post and would be reviewing the College's Balanced Scorecard indicators. This would come back to the Committee and the Board in due course.

##### **\*9.1 Estates Update**

Extend the contract for SYHA's summer lease of the College's residences.

This was in process. Two possible contracts had been provided to SYHA – to the start and end of summer 2019 period.

#### **6 Accounts**

##### **\*6.1 Perth College Management Accounts – 9 months to 30 April 2018**

The Committee noted the paper and the key considerations in the management accounts at the end of the third quarter. The COO confirmed that Finance staff were working with budget holders to bring budgets back on track by the end of the financial year.

The Committee discussed the impact of the reduction in international income and the possible reasons for that. The Vice Principal (External) was now in post and would be taking forward the international agenda and exploring opportunities for rebuilding markets in India and China as well as new opportunities in other countries such as Indonesia.

The Committee also discussed the budget for the Academy for Sport and Wellbeing and the key objective for its management team to break even taking account of cost savings. The Committee was reassured that all was being done to grow income through membership, greater use of the climbing wall and new activities such as fencing classes.

##### **\*6.2 Perth College Group Forecast to year end 31 July 2018**

Closed

##### **\*6.3 AST Management Accounts – 9 months to 30 April 2018**

Closed

## **7 Indicative Budget Outturn for 2018-19**

The COO introduced the paper and the Committee approved the approach the College was taking to formulate the 2018-19 indicative budget and the reporting of the agreed technical deficit position.

The Committee noted that the FE funding allocation was not yet known and concern was expressed about the Regional Strategic Body's delay in informing partner colleges of their budget allocations. The Committee noted that it would receive the detail on indicative budgets at its first meeting next academic year.

## **8 Estates**

### **\*8.1 Estates Update**

The COO indicated that a sum of £7M for Estates had been made available to the sector, of which the College had been allocated £430k. A summer estates works programme would soon commence and include the fit out of a training kitchen for delivery of the BA Food, Nutrition and Textiles and the creation of a One Stop Shop in reception. A number of backlog maintenance priorities had also been identified.

The Principal and COO have requested further information on the residence proposals from UHI before detailed options could be presented to F&GPC.

## **9 Human Resources**

### **\*9.1 Human Resources Update - Closed**

## **10 Standing Committees**

### **10.1 Joint Negotiating Committee**

**Support Staff – 26 April 2018**

**Lecturers – 26 April 2018**

Noted

### **Addition to the agenda notified by the COO**

The COO informed the Committee of two procedure documents (below) that related to staffing and HR matters that were in draft.

- Organisational Change Procedure; and
- Redundancy Procedure.

The College had no up to date policies in relation to these aspects of College business and the Committee agreed there was some urgency to finalise these to support ongoing change management processes. These procedures had been considered and approved by the College Management Team, the Unions and discussed at the JNC meetings. These would normally been taken to F&GPC for approval but the timescales had not allowed this to happen and, consequently, these were being taken directly to the Board for approval at its meeting on 13 June 2018.

Head of  
HR and  
OD/  
Board  
Secretary

**11 Date of Next meeting**

Wednesday 26 September 2018 at 5.30pm.

**12 Review of Meeting**

The Committee agreed the meeting had covered its Terms of Reference.

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  with removal of closed items**

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**