

# Finance and General Purposes Committee

## Draft Minutes

**Meeting reference:** FGP2017-18/03  
**Date and time:** Wednesday 7 March 2018 at 5.30pm  
**Location:** Room 019

**Members present:** Margaret Cook, Jim Crooks, Harold Gillespie, Deborah Hutchison, David Littlejohn, Grant Myles

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

**Apologies:** None

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

Summary of Action Items			
Ref	Action	Responsibility	Time Line
*8.1	<b>Balanced Scorecard</b>  Review Balanced Scorecard indicators and format for presentation	COO and Planning and Project Manager when in post	For possible implementation next Academic Year
*9.1	<b>Estates Update</b>  Extend the contract for SYHA's summer lease of the College's residences.	COO	As appropriate

## Minutes:

### Item

#### 1. Welcome and Apologies

The Chair welcomed everyone to the meeting, particularly Susan Hunter who was attending her first meeting of the Committee and Ian Martin, who was in attendance for the last time having resigned as Head of Finance. All members were present and no apologies were noted.

### Action

## **2. Additions to the Agenda**

There was one addition to the agenda notified by the COO. An update on the residences project would be taken under Item 9 'Estates Update'.

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

There were no declarations of a conflict of interest.

## **4. Minutes of Meeting held on Wednesday 29 November 2017**

The minutes were approved as a correct record.

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

Both matters arising from the previous minutes on the budget and external audit annual report would be actioned in the course of the year as part of the normal business cycle.

### **\*6.1 Perth College Management Accounts – 6 months to 31 January 2018**

The Committee discussed the paper and the key considerations in the management accounts at the end of the second quarter. The Committee noted that the College was forecast to achieve operational break even at the year-end, taking account of a number of assumptions explained in the paper and at the meeting. The Committee was reassured that individual budgets were carefully monitored and the Finance team worked closely with budget holders to ensure that expenditure remained within budget.

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

Closed

### **\*6.3 AST Management Accounts – 6 months to 31 January 2018**

Closed

## **7 Indicative Funding Announcement**

The COO introduced the paper which provided a summary of the recent SFC indicative funding announcement for FE and HE. The Committee noted that final allocations for both FE and HE would be confirmed later in the year. Work would be done to determine

individual allocations across the partnership.

## **8 Reporting**

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

The COO introduced the paper highlighting in particular the 'sustainability' measures. Following discussion, the Committee recommended that a review of the Balanced Scorecard indicators should be undertaken to consider their primary purpose and the ways in which the Balanced Scorecard is presented. In addition, it may be pertinent to look at the timing of its presentation to the different Board Committees given that some measures are only available at the end of the Academic Year.

COO and  
Planning  
and  
Project  
Manager  
when in  
post

## **9. Estates**

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

The COO indicated that it was business as usual for the Estates Department. Consideration was being given as to how to improve the Brahan reception to enhance the student experience. The Committee noted that the Tay Cities deal outcomes would be known soon and that may lead to some bigger project work/estate development.

The COO updated the Committee on the latest position regarding the possible sale of Perth College residences and implications for the UHI residences project. Prior to taking forward to any approach, agreement would have to be reached in terms of price and assurances given that the College could retain the full proceeds from the sale.

The Committee agreed that the contract for SYHA's summer let of the College's residences should be extended by one year. This would give time for a strategy to be developed which would address the points in relation to the sale of the residences at Perth, whilst allowing the College to retain a watching brief over the UHI residences project.

COO

### **9.2 College Sector estates condition survey**

The Group noted, for information, the outcome of the sector wide condition survey commissioned by SFC.

## **10 Human Resources**

### **\*10.1 Human Resources Update**

The Head of HR and OD introduced the paper. The Committee noted key aspects and that staff in the HR team would review the approach to L&D and its recording in due course.

The Committee warmly welcomed developments in all areas HR and

was pleased that a team was in place to support the Head of HR and OD take forward this important work for the College.

## **11 Standing Committees**

### **11.1 Joint Negotiating Committee**

**Support Staff – 15 February 2018**

**Lecturers – 18 January 2018**

The Head of HR and OD reported that recent meetings with Unions had been positive and that the Unions were open to change to support managers in their day-today jobs.

## **12 Date of Next meeting**

Wednesday 30 May at 5.30pm.

The Chair thanked the Head of Finance, Ian Martin, for his significant contribution to F&GPC over the years and the Committee joined in wishing Ian all the very best for his life beyond the College.

## **13 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 Closed**

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**