

Finance & General Purposes Committee

Minutes

Meeting reference: F&GP 2019-20/01

Date and time: Monday 23 September 2019 at 5.30pm

Location: Room 019

Members present: David Littlejohn, Board Member
Brian Crichton, Board Chair
Katrina Hodgson, Board Member
Debbie Hutchison, Board Member
Craig Ritchie, Board Member
Margaret Cook, Principal

In attendance: Lorenz Cairns, Depute Principal (Academic)
Catherine Etri, Associate Principal (Curriculum)
Veronica Lynch, Vice Principal (External)
Katy Harrington, Head of HR & Organisational Development
Andrea Saunders, Head of Finance)
Ian McCartney, Clerk to the Board of Management

Apologies: None received

Chair: David Littlejohn

Minute Taker: Ian McCartney

Quorum: 3

Summary of Action Items			
Ref	Action	Responsibility	Time Line
7.1	2019/20 Budget Proposals Full Budget proposal to be presented at next Board of Management meeting	Principal	Board Meeting 9 October
8	Estates Update Timescale for design and implementation of Estates Strategy to be presented at next Committee meeting	Depute Principal (Academic)	November F&GP Committee
10	Aviation Academy for Scotland – Tay Cities Deal Engage in additional dialogue with other key partners before presenting final proposals to the Board	Principal/ Vice Principal (External)	Board Meeting 9 October
13	Review of Meeting Update references to Chief Operating Officer within Terms of Reference	Clerk	November F&GP Committee

Minutes:

Item		Action
1.	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting.</p>	
2.	<p>Additions to the Agenda</p> <p>There were no additions to the agenda.</p>	
3.	<p>Declaration of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest.</p>	
4.	<p>Minutes of Meeting held on 22 May 2019</p> <p>The minutes were accepted as an accurate record, noting that Head of Finance's job title was recorded incorrectly.</p>	
5.	<p>Matters Arising from Previous Minutes</p>	
	<p><u>7 Indicative Budget</u></p> <p>Action: Present full budget to Board.</p> <p>Action Update: Refer to Item 7 on Agenda</p> <p><u>9.1 Estates Update</u></p> <p>Action: Prioritise development of Estates Strategy</p> <p>Action Update: Covered within Item 8 on Agenda</p> <p><u>11 Aviation Academy for Scotland – Tay Cities Deal</u></p> <p>Actions: Present preferred site proposal to Board Provide financial analysis/risk assessment to Board</p> <p>Action Update: Refer to Item 10 on Agenda</p>	
6	<p>Accounts</p>	
6.1	<p>Perth College Management Accounts – 12 months to 31 July 2019</p> <p>Head of Finance tabled outline year-end management accounts, noting full commentary would follow.</p>	

	<p>Head of Finance noted that the indicative operating surplus had been significantly influenced by the pulling in of Deferred Income, following full dialogue with EY regarding appropriate release and treatment.</p> <p>Head of Finance further noted that there had been significant accelerated expenditure on Academic equipment and Estates works.</p> <p>Principal noted that a letter to the Scottish Funding Council (SFC) was being prepared regarding the intent to use the Deferred Income prior to the end of the SFC's financial year.</p> <p>Following a query from a Board Member, Head of Finance explained that the figures were late in arriving before Committee due to underlying processes that informed the accounts not being completed timeously, however work has started in changing processes to correct this.</p> <p>Principal also noted that work had commenced with Executive Office to better understand income passed to Partnership.</p>	
6.2	<p>AST Management Accounts – 12 months to 31 July 2019</p> <p>Head of Finance presented AST year-end management accounts, noting a better than budget performance despite a challenging year caused by the changing profile of the customer base, particularly in relation to some of the international programmes; additional business development work was planned to identify alternative income sources as early as possible to counteract these effects.</p> <p>Principal noted that the recently-appointed AST General Manager has focused heavily on better understanding finer details of the business.</p>	
7	<p>Budgets</p>	
7.1	<p>2019/20 Budget Proposals</p> <p>Principal verbally outlined the strategic context affecting funding within the College Sector in Scotland; advised on the potential implications these were likely to have on the 2019/20 budget and the mitigations already undertaken; and outlined proposed actions.</p> <p>Committee noted the position outlined by the Principal and endorsed the proposed actions be taken to achieve the College's future financial sustainability, including consultation with staff and Trades Unions. A full budget position is to be presented at the Board of Management meeting on 9th October.</p>	Principal

7.2	<p>Financial Forecast Return 2018/19-2022/23</p> <p>Head of Finance presented Financial Forecast Return per SFC requirements, noting that formal return was due to be submitted. Figures were based on best and worst case scenarios within an agreed modelling format across the Sector.</p> <p>Committee noted the Financial Forecast Return.</p>	
8	<p>Estates</p>	
8.1	<p>Estates Update</p> <p>Depute Principal (Academic) summarised the Estates report, noting the work conducted over the summer months, and the positive impact on morale this has had in certain areas such as the Nursery.</p> <p>Depute Principal (Academic) noted that the Estates Strategy needs to be reviewed, however as the current Head of Estates is leaving the College, this work would be a priority for the new Head of Estates.</p> <p>It was agreed that a timescale for design and implementation of the Estates Strategy be presented at the next Committee meeting.</p>	<p>Depute Principal (Academic)</p>
9	<p>Human Resources</p>	
9.1	<p>HR Update</p> <p>Head of HR & Organisational Development summarised the key points in the HR report, noting in particular that the HR department was now fully staffed.</p>	

10	Aviation Academy for Scotland – Tay Cities Deal	
	<p>Vice Principal (External) tabled a paper outlining the current status of the Aviation Academy for Scotland Tay Cities Deal bid, noting that the Outline Business Case had been well received, and that final responses were due shortly.</p> <p>Vice Principal (External) further noted the 15 year timeline for funding, which would require significant up-front investment prior to future returns, indicating a need for UHI to underwrite the project.</p> <p>Given the scope of the risks involved for the College, it was agreed to engage in additional dialogue with other key partners before presenting final proposals to the Board.</p>	Principal/ Vice Principal (External)
11	Standing Committee Minutes	
11.1	Joint Negotiating Committee	
	Minutes of the Support Staff and Lecturers Joint Negotiating Committees held on 13 June 2019 were accepted by the Committee.	
11.2	Staff Engagement Group	
	Minutes of the Staff Engagement Group held on 3 June 2019 were accepted by the Committee.	
12	Date & Time of Next Meeting	
	Wednesday 27 November 2019	
13	Review of Meeting	
	The Committee noted that the reference to Chief Operating Officer requires updating within the document, however otherwise agreed the meeting had covered its Terms of Reference.	Clerk

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 (Excepting Item 6.2) 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**