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Borders College

Finance & General Purposes Committee

Meeting at 5.30 pm on Thursday 26 May, 2016

Location: Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
23/16	A copy of SFC's letter will be circulated to the Committee.	T Jakimciw
24/16	A copy of this meeting minute will be circulated to the Regional Board.	L Sulo
26/16	A specific workstream for Assistive Technologies will be added to the ISLT Strategy Implementation Plan.	P Smith
29/16	A paper will be prepared for the next F&GP Committee meeting which will outline the proposed financial model for the Oman Joint Venture.	P Smith

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Meeting at 5.30 pm on Thursday 26 May, 2016

Location: Board Room, Scottish Borders Campus, Galashiels

Minutes

ITEM	MINUTE
Present	Elaine Acaster (Chair) Tony Jakimciw Liz McIntyre David Peace Andy Winwood Liz Parkes
In Attendance	Peter Smith (Vice Principal - Finance & Resources) Brian Hood (Clerk to the Board) Lorraine Sulo (Secretary)
	The Chair advised on a new agenda item to discuss the College's Voluntary Severance Scheme, which would be discussed after item 23/16.
16/16	<u>Chair's Welcome</u> The Chair welcomed everyone to the meeting.
17/16	<u>Declaration of Conflict of Interest</u> A Winwood declared a conflict of interest with regards to item 27/16 and 24/16.
18/16	<u>Register of Members Interest</u> B Hood confirmed that the register was up to date.
19/16	<u>Apologies for Absence</u> No apologies were received.
20/16	<u>Minutes of Meeting held on 25 February, 2016</u> The minutes of the previous meeting were approved as a true and accurate record.
21/16	<u>Matters Arising</u>
10/16	P Smith confirmed that the Risk Register changes will be made in line with the College's Strategic Plan once this is finalised.

	<p>T Jakimciw advised that the next Chair's Committee meeting which is scheduled to take place prior to the next Regional Board meeting will discuss the Audit of Coatbridge College along with the Revised Code of Good Governance and the Board self-evaluation.</p>
<p>22/16</p>	<p><u>Presentation – Facilities Management Services by Robert Hewitt, Facilities Manager</u></p> <p>R Hewitt provided an overview of the College's Facilities Management Services which provides a joint service to both the College and Heriot-Watt.</p> <p>Environmental sustainability has been high on the agenda for the team with the first carbon management plan now completed and a 25% reduction target having been exceeded for the Scottish Borders Campus. A total of 357 tonnes of CO² has been saved per annum with an annual operational savings of £103,000.</p> <p>The team also manages large and small projects for both the College and Heriot-Watt University.</p> <p>The Chair thanked R Hewitt for his presentation which was very helpful in demonstrating the balance of strategic and operational responsibilities.</p> <p>L McIntyre conveyed her appreciation to R Hewitt and team who provide a creative and innovative shared service throughout the full facilities management range of services.</p>
<p>27/16</p>	<p><u>Estates Developments – Paper E</u></p> <p>This agenda item was moved forward in order for R Hewitt to be included in the Estates Development discussions.</p> <p>P Smith presented the Estates Development paper which updated the Committee on current developments, including the disposal of Melrose Road, Galashiels. The paper also included a report on the operational status of SHARC, the sewage heat recovery system for the Scottish Borders Campus.</p> <p>The Committee discussed developments on Unit 4.2, Tweedbank. P Smith confirmed that lease negotiations are progressing well with updated advice expected from College lawyers. Feedback from contractors has indicated that the works are unlikely to be completed before October due to the high degree of mechanical and electrical works required. L McIntyre confirmed that the Faculty is planning timetables accordingly in order to minimise disruption to students, but the College cannot guarantee that there will be no negative impact to students.</p> <p>The Committee noted how R Hewitt and P Smith share responsibility for the interface with the consultants appointed for the Tweedbank project.</p> <p>The majority of the funding for the projects is expected to come from the sale of Melrose Road, which will be phased over three years. A request has been made to the Scottish Funding Council for assistance with cash flow with a response expected within the next two weeks.</p> <p>The Committee noted the content of the paper.</p>

	<p>R Hewitt left the meeting.</p>
23/16	<p><u>Budget 2016/17 – Paper B</u></p> <p>P Smith presented a first draft budget for the academic year 2016-17 and confirmed that a three year budget would normally be prepared, however, due to uncertainties around future funding levels anything beyond a single year's budget would be speculative. The Committee supported this position.</p> <p>T Jakimciw confirmed that discussions with the Scottish Funding Council (SFC) were held on 23 May to discuss a number of funding issues which the College is currently facing. In response to this meeting a letter has been received from SFC, a copy of which will be circulated to the Committee. Action: TJ/BH. T Jakimciw advised that he hopes to receive confirmation from SFC within the next two weeks on any possible funding opportunities which may be forthcoming to relieve budgetary pressure for 16/17 and future years.</p> <p>L McIntyre advised that as part of the College's ongoing commitment to financial resilience the College is continuing to explore opportunities to deliver efficiencies in the way it operates. Significant strategic decisions will require to be made and a number of scenarios will require to be discussed with the Regional Board.</p> <p>Any further known changes will be incorporated before the final budget is presented to the Regional Board on 23 June 2016.</p> <p>The Committee approved the principles and assumptions detailed in the paper.</p>
24/16	<p><u>Voluntary Severance Scheme</u></p> <p>L McIntyre confirmed that a Voluntary Severance Scheme has been opened for staff which will provides anyone who is considering a future change to their working lives the opportunity to access the scheme. All staff have received a letter with expressions of interest due on 3 June.</p> <p>L McIntyre advised that she had also met with staff representatives of the Borders College EIS-FELA following inaccurate and potentially misleading information being provided to its members.</p> <p>The Committee noted its support to the Scheme.</p> <p>L McIntyre requested for a copy of this Committee meeting minute to be e-mailed to the Regional Board. Action: LS</p>
25/16	<p><u>Risk Register – Paper C</u></p> <p>P Smith updated the Committee on actions being taken to mitigate the College's risks and noted that no changes had been suggested by the Regional Board at its meeting on 26 April.</p> <p>The Committee discussed the recent news that First Bus is revising its bus network service which may have an impact on student travel. The Committee noted that there is a likely risk to the College pending further information.</p>

	<p>P Smith advised that the business case against self-insurance did not need to be finalised until 2018 (Risk 12g). The College has its own insurance which will go out to tender shortly.</p>
<p>26/16</p>	<p><u>ISLT Strategy Implementation – Paper D</u></p> <p>P Smith presented the ISLT Strategy Implementation paper for discussion.</p> <p>The College requires a number of servers to support its network services with a scheduled implementation between August to December 2016. P Smith confirmed that there should be no disruption to operations or students.</p> <p>A specific workstream for Assistive Technologies will be added to the implementation plan. Action: PS</p> <p>The Committee noted the comprehensive report which had been provided and the good progress which is being made. The Committee agreed to discuss the progress in more detail at its next meeting when the Head of ISLT will be in attendance.</p>
<p>28/16</p>	<p><u>Business Review to 30 April 2016 – Paper F</u></p> <p>P Smith updated the Committee on College performance for the year to date, including management accounts, balance sheet, financial KPIs and student activity target.</p> <p>Variances to date were noted in the management accounts and show that the College has operated at £68,000 better than its budgeted position to date. Many of the variances were timing related or have offsetting income and expenditure.</p> <p>P Smith confirmed that there will be a mechanism for the financial approval of the Voluntary Severance Scheme in order to show the impact on the Business Review.</p> <p>The Committee noted the Business Review paper.</p>
<p>29/16</p>	<p><u>Oman Joint Venture</u></p> <p>P Smith provided an update on his recent visit to Muscat with the Haima Institute, when he met with Consulate and UK Trade Industry representatives.</p> <p>Following further discussions a revised proposal from the College has been submitted which will focus more on hotel industry requirements through a “train the trainer” delivery and SQA certification. P Smith confirmed that there would be no infrastructure costs to the College, only direct delivery costs.</p> <p>The Chair raised the importance of protecting the College’s intellectual property rights. P Smith confirmed that all College material would be protected.</p> <p>P Smith will prepare a paper for the next Committee meeting which will outline the proposed financial model. Action: PS</p>

30/16	<p><u>Any Other Business</u></p> <p>P Smith advised that the Head of ISLT and team had been nominated for the 'Spirit of Heriot-Watt' awards, which was a great achievement by all involved. The Committee wished the team well for the awards ceremony on 9 June.</p>
31/16	<p><u>Date of Next Meeting</u></p> <p>The date of the next meeting will take place at 5.30pm on Tuesday 25 October, 2016.</p>

Signed.....

Chair

Signed.....

Clerk to the Board