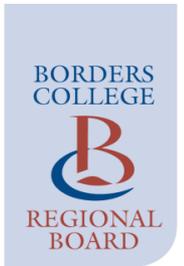


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Borders College

Finance & General Purposes Committee

Meeting at 18:00 on Thursday 23 November 2017

Location: Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
54/17	Public Sector Climate Change Duties Report – additions to be made to submission.	VP Finance & Resources
55/17	Forecast on the impact of national bargaining against KPIs to be undertaken.	VP Finance & Resources
56/17	Additions to be made to Strategic Risk Register. Contact will be made with SFC regarding Melrose Road property.	VP Finance & Resources VP Finance & Resources

Borders College

Finance and General Purposes Committee

Meeting at 18:00 on Thursday 23 November 2017

Location: Board Room, Scottish Borders Campus, Galashiels

Minutes

ITEM	MINUTE
Present In Attendance	Elaine Acaster (Chair) Tony Jakimciw Angela Cox David Peace Liz Parkes (by telephone) Nicola McIlwraith Peter Smith (Vice Principal – Finance & Resources) James Ayling (Board Secretary) Lorraine Sulo (Minutes)
45/17 46/17	Prior to the start of the meeting the Finance & General Purposes Committee joined the Audit Committee to consider the following items: External Audit Report – Paper I Borders College Annual Accounts 2016/17 – Paper J The Audit Committee minute of 23 November 2017 details the outcomes of these items.
47/17	<u>Chair's Welcome</u> The Chair welcomed everyone to the meeting. The Committee congratulated the College on winning the Best Newcomer category at the recent Green Gown Awards for the SHARC renewable energy heating system.
48/17	<u>Declaration of Conflict of Interest</u> No items were declared.
49/17	<u>Register of Members Interest</u> Members were reminded to advise the Board Secretary accordingly.
50/17	<u>Apologies for Absence</u> Apologies had been received from P Hutchison. Following the resignation of a student representative the Committee did not currently have representation. The Chair reiterated the importance of student representation and hoped that the position would be filled.

51/17	<p><u>Minutes of Meetings held on 26 October 2017</u></p> <p>The minutes from the previous meeting were approved as an accurate record, although Romano Bridge (item 38/17) was incorrectly shown as one word.</p>
52/17 37/17 38/17 40/17	<p><u>Matters Arising</u></p> <p>The narrative within the Draft Financial Statements had been updated by the VP Finance & Resources.</p> <p>LIVE Borders were satisfied with the publication of their partnership details within the Estates Strategy.</p> <p>A workshop regarding the review of the ISLT Strategy Implementation Project will be held in January 2018 with the ISLT Team.</p>
53/17	<p><u>Annual Report of the F&GP Committee to the Regional Board – Paper B</u></p> <p>The Chair presented the proposed Annual Report of the F&GP Committee which summarised the work of the Committee during the year 1 August 2016 to 31 July 2017.</p> <p>The Committee approved the report for submission to the Regional Board.</p>
54/17	<p><u>Public Sector Climate Change Duties Report – Paper C</u></p> <p>The VP Finance & Resources presented the draft submission of the 2016/17 report which required the approval of the Committee prior to the submission which was due on 30 November 2017.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • Green Gown Award success will be added under section 3k. • Reference to regular reports which are provided to the Regional Board will be included within section 2a. • Section 2f will have further details provided under the top five priorities. <p style="text-align: right;">Action: VP F&R</p> <p>The Committee approved the submission subject to the above additions.</p>
55/17	<p><u>Business Review – Paper D</u></p> <p>The Principal provided an update on current performance. A request for a further 800 credits has been made to the SFC to allow delivery on planned activity in the Spring and Summer. Early withdrawals had been reduced and the College was confident that the £112k Flexible Workforce Development Fund would be spent with a view to a request for additional funding. Two small voluntary redundancy packages had been approved and savings had also been made through two staff retiring. Other small efficiencies had also helped and an increase in the BDU projected income meant that a balanced cash position was now projected.</p>

	<p>The VP Finance & Resources provided an overview of the Business Review period for the three months to 31 October 2017, with reasons for significant variances plus budget revisions. He advised that there was nothing of significance or any concerns. The Summary of Variances were shown on page four.</p> <p>The 10k overspend under Other Employee Costs related to the recruitment of temporary agency staff. The VP Finance & Resources confirmed that the sickness absence figures within the Annual Accounts which reported 7.7 days were lost per FTE during 2016-17 did include long-term absences.</p> <p>In year financial indicators showed that non-SFC income percentages were behind target because of timing. Similarly, the staff cost expenditure percentage was also affected by timing. The Committee suggested that a forecast for this year to understand the KPI effects of National Bargaining could be worthwhile.</p> <p style="text-align: right;">Action: VP F&R</p> <p>The VP Finance & Resources advised that the current outstanding student applications were at £476k, but taking into account previous experience he did not foresee any significant risk.</p> <p>The Committee noted the contents of the report.</p>
56/17	<p><u>Strategic Risk Register – Paper E</u></p> <p>The Committee reviewed the current Strategic Risk Register which was considered by the Regional Board on 26 October 2017. The following points were raised:</p> <ul style="list-style-type: none"> • Skills education in areas of Borderlands priorities should be included. • SOS Enterprise Agency - 1j to be combined with 1c. <p style="text-align: right;">Action: VP F&R</p> <p>The VP Finance & Resources advised that the Estates Strategy would be discussed by the Regional Board on 7 December. A replacement of the current landbased facility at Newtown St Boswells would be dependent on capital release with SFC. Consultation continues with a possible commercial developer.</p> <p>No formal offers had yet been received on Melrose Road, although viewings had taken place. The workshops were now in a very poor state and were becoming an increased risk for the College. The Committee would like to know if SFC is considering auctioning the property given the time delays. The VP Finance & Resources agreed to enquire on their behalf.</p> <p style="text-align: right;">Action: VP F&R</p>

57/17	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • Business Debit Cards <p>The VP Finance & Resources advised that cash withdrawals through the bank were an on-going expense to the College and by introducing debit cards this would reduce staff travel given that there was a cashpoint on campus. The same financial procedures would still be followed and a withdrawal limit would be set.</p> <p>The proposal was approved and signed off by the Regional Board Chair and Board Secretary.</p>
58/17	<p><u>Date of Next Meeting</u></p> <p>The next F&GP Committee meeting was scheduled to take place on 22 February but will now be held on Wednesday 28 February 2018 at 5.30pm.</p>

Signed.....

Chair

Signed.....

Board Secretary