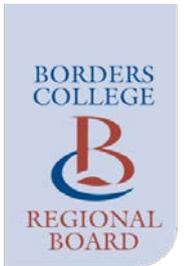


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Borders College

Finance & General Purposes Committee

Meeting at 17:30 on Thursday 19 April 2018

Location: Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
55/17	The forecast on the impact of national bargaining against KPIs would be carried forward to the next management accounts in order for an accurate representation.	VP Finance & Corporate Services
08/18	Terms of Reference to be updated and re-submitted for discussion at the next Committee meeting.	Board Secretary
12/18	A final ISLT Strategy Implementation update will be provided at the next Committee meeting with an amended summary format being provided for future updates.	VP Finance & Corporate Services
14/18	Unit-E Annual Support Programme - Approval paper to be emailed to those committee members who were joining the meeting by telephone. The final decision would be ratified at the next Committee meeting.	VP Finance & Corporate Services Chair
15/18	Date of next meeting to be confirmed.	Minute Secretary

Borders College

Finance and General Purposes Committee

Meeting at 17:30 on Thursday 19 April 2018

Location: Board Room, Scottish Borders Campus, Galashiels

Minutes

ITEM	MINUTE
Present	Elaine Acaster (Chair) Angela Cox David Elder Paula Hutchison Tony Jakimciw (by telephone) Liz Parkes (by telephone)
In Attendance	Peter Smith (Vice Principal – Finance & Corporate Services) James Ayling (Board Secretary) Lorraine Sulo (Minutes)
01/18	<u>Chair's Welcome</u> The Chair extended a warm welcome to the Committee's new Student Representative, David Elder. It was noted that the meeting which had originally been scheduled to take place on 22 February had been rescheduled due to adverse weather.
02/18	<u>Declaration of Conflict of Interest</u> No declarations were raised.
03/18	<u>Register of Members Interest</u> Members were reminded to advise the Board Secretary accordingly.
04/18	<u>Apologies for Absence</u> Apologies had been received from N McIlwraith and D Peace.
05/18	<u>Minutes of Meetings held on 23 November 2017</u> The minutes from the previous meeting were approved as an accurate record.
06/18 54/17	<u>Matters Arising</u> Additions had been made to the Public Sector Climate Change Duties Report and submitted with feedback yet to be received.

<p>55/17</p>	<p>Impact of National Bargaining versus KPIs - In order for an accurate representation to be available this action was deferred to the following presentation of management accounts.</p> <p style="text-align: right;">Action: VP F&CS</p>
<p>56/17</p>	<p>Strategic Risk Register - Both actions had been completed.</p>
<p>07/18</p>	<p><u>Treasury Management Policy – Paper B</u></p> <p>VP of Finance & Corporate Services provided an overview of the paper advising the Committee that following the revised Financial Memorandum with the Scottish Funding Council (SFC), the requirement to comply with the Scottish Public Finance Manual and, specifically, the holding of minimal cash balances without drawing funding in advance of need, meant that a Treasury Management Policy was no longer required.</p> <p>The Committee approved the withdrawal of the College's Treasury Management Policy.</p>
<p>08/18</p>	<p><u>Amendment to Terms of Reference F&GP Committee – Paper C</u></p> <p>The Chair advised that further amendments to the Terms of Reference were required, therefore, the paper would be re-submitted for discussion at the next Committee meeting.</p> <p style="text-align: right;">Action: Board Secretary</p>
<p>09/18</p>	<p><u>Business Review – Paper D</u></p> <p>The report summarised the income and expenditure for the six months to 31 January 2018 with reasons for significant variances.</p> <p>The Committee requested further information on the current position with regards the Commercial & Consultancy budget given that this was showing a significant negative variance as at 22 February 2018. VP Finance & Corporate Services provided an update on the current position and advised that the majority of the £107k deficit had been recovered. An overview of the Business Development Unit (BDU) activity was provided which included the following points:</p> <ul style="list-style-type: none"> • A one year extension on the delivery of Childcare Training for Scottish Borders Council had been awarded. • The delivery of 93 MA places and 19 EF places had been met with an increase in MA numbers to 118 places. • Further work had been undertaken with new areas of delivery which included hairdressing, construction and motor vehicle. • The Flexible Workforce Development Programme of £112,000 was fully committed and had also provided new opportunities with employers. • There had been a shortfall in income for commercial short courses with the team continuing to market which it was hoped would address the issues. There was acknowledgement that commercial short courses continued to be a challenge with new approaches such as weekend courses and new subject areas now on offer.

	<p>The Committee confirmed their satisfaction with the activity update and would discuss the current figures at the next committee meeting.</p> <p>The Committee requested that in future papers, the term ‘timing differences’ (with reference to income and expenditure) should be explained. A note of mitigating actions should be provided.</p>
<p>10/18</p>	<p><u>Strategic Risk Register – Paper E</u></p> <p>VP Finance & Corporate Services advised that the risks of Brexit had been considered as requested at the March Regional Board meeting and incorporated under Risk 1j. A copy of the updated register was circulated to members.</p> <p>A request from the Audit Committee to the Executive to consider the impact of Borderlands on Risk 1c had also been undertaken with no significant risks identified, therefore, no changes had been made.</p> <p>Work on Risk 2a was progressing with the recent approval of a proposal by the College’s Students Association to change the class representative system at Faculty Councils in order to improve student engagement.</p> <p>The Committee noted the contents of the Register.</p>
<p>11/18</p>	<p><u>Draft Budget 2018-19 – Paper H</u></p> <p>Vice Principal Finance & Corporate Services provided an overview of the paper which presented a first draft revenue budget for the Academic Year 2018-19, based on the indicative SFC announcement with a final allocation due in early May. He highlighted that the additional SFC funding would enable external pressures of anticipated costs from pay harmonisation and national bargaining to be met.</p> <p>The reduction in capital funds and impact of this was raised by the Committee, but currently the College was still able to meet its annual contribution to the Campus Lifecycle Fund.</p> <p>A balanced budget for the year was achievable, however, projections would continue to be refined and incorporated in the budget for discussion at the next F&GP Committee meeting for presentation to the Regional Board in June 2018.</p> <p>The Committee was satisfied with the stronger budget position and welcomed the increase in Rural and Remoteness Funding.</p>
<p>12/18</p>	<p><u>ISLT Strategy Implementation Update – Paper F</u></p> <p>The Committee noted the contents of the paper and requested a final update at the next Committee meeting. An amended summary format would be provided thereafter.</p> <p style="text-align: right;">Action: VP F&CS</p>

	<p>The Student Representative advised that concerns had been raised following a number of occurrences when the student email service had been unavailable. The Principal confirmed that the new infrastructure was now in place and operating. However, it was noted that there had been some outages which had been outwith the College's control. Future assurances could be sought from the College's ISLT User Group which provides a forum for staff and student dialogue on such matters.</p>
<p>13/18</p>	<p><u>Estates Strategy Implementation Update - Paper G</u></p> <p>VP Finance & Corporate Services provided an overview of the paper along with an update on activity since the 22 February. The Committee agreed that the inclusion of the Facilities Management Shared Service report in future updates would be worthwhile and acronyms should be clarified.</p> <p>Planned and preventative campus maintenance programmes continued at Galashiels and Hawick with the planned work at Newtown St Boswells now complete. The College had recently re-engaged with H&H developments over the possibility of a new site for Landbased studies with alternative funding possibilities currently being considered. Unfortunately the prospective buyer for the Melrose Road site in Galashiels had withdrawn.</p>
<p>14/18</p>	<p><u>Any Other Business</u></p> <p>a) Unit-E Annual Support Agreement – Approval Paper</p> <p>VP Finance & Corporate Services circulated the paper to the Committee which requested the approval of a five year contract for the support of the Unit-E Management Information System. Advice had been sought from APUC and given that the proposed supplier was a sole supplier of the service and there was no intention to change the system through the five year period, the College had been advised that it was appropriate for the contract to be entered via the Single Source Justification procurement process. Committing to the five year contract would enable savings of £23,279 over the period of the contract.</p> <p>The committee members who were present confirmed their approval to progress. The two committee members who were joining the meeting by telephone requested to see the paper prior to providing their decision. VP Finance & Corporate Services agreed to email the paper following the meeting.</p> <p style="text-align: right;">Action: VP F&CS</p> <p><i>Post meeting note</i> – both members confirmed their approval following receipt of the approval paper.</p> <p>The final decision would be ratified at the next Committee meeting.</p> <p style="text-align: right;">Action: Chair</p>

15/18	<p><u>Date of Next Meeting</u></p> <p>There was a requirement for the next F&GP Committee meeting which was scheduled to take place on 24 May to be moved to an alternative date. A new date would be confirmed as soon as possible.</p> <p style="text-align: right;">Action: Minute Secretary</p> <p><i>Post meeting note</i> – the next meeting date had been confirmed for 5.30pm on Tuesday 5 June 2018.</p>
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Signed.....

Chair

Signed.....

Board Secretary