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Borders College

Finance & General Purposes Committee

Meeting at 17:30 on Tuesday 5 June 2018

Location: Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
08/18	F&GP Terms of Reference - a number of further amendments required resolving prior to an updated paper being submitted to the Committee.	Board Secretary
24/18	South of Scotland STEM Hub project - details of proposal will be provided to the Regional Board.	VP Finance & Resources
25/18	Infrastructure post-project evaluation - users to also be included. Bursary funding of IT equipment - risk of change in SFC criteria to be added to the Strategic Risk Register.	ISLT Manager ISLT Manager
22/18	Childcare credit target and ESF funding risk to be added to the Strategic Risk Register. New requirements which SFC will be implementing for 18/19 will require colleges to notify SFC of their recruitment progress. Further details would be forwarded to VP Curriculum & Student Services.	VP Curriculum & Student Services T Jakimciw
23/18	Business Review reports - national bargaining elements to be shown separately in future reports.	Head of Finance

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Minutes

ITEM	MINUTE
Present In Attendance	Elaine Acaster (Chair) Tony Jakimciw David Peace Liz Parkes (via teleconference) David Elder (Student member) Heather Anderson (VP Curriculum & Student Services) Pravin Chandy (Head of Finance & Procurement) Conor Bradley (Interim ISLT Manager – Item 25/18)) Robert Hewitt (Facilities Manager – Item 24/18) James Ayling (Board Secretary) Lorraine Sulo (Minutes)
16/18	<u>Chair's Welcome</u> The Chair welcomed everyone to the meeting. VP Curriculum & Student Services was attending on behalf of A Cox, Principal. P Chandy, C Bradley and R Hewitt were also in attendance to provide updates on their respective areas in the absence of P Smith, VP Finance & Corporate Services. Items 24/18 and 25/18 would be moved forward within the agenda to allow those who were presenting to depart the meeting earlier.
17/18	<u>Declaration of Conflict of Interest</u> No declarations were received.
18/18	<u>Register of Members Interest</u> Board Secretary advised that S Ker had recently been appointed as Treasurer for Peebles Football Club.
19/18	<u>Apologies for Absence</u> Apologies had been received from A Cox, N McIlwraith, P Hutchison and P Smith.
20/18	<u>Minutes of Meetings held on 19 April 2017</u> The minutes from the previous meeting were approved as an accurate record.

<p>21/18</p> <p>08/18</p> <p>14/18</p>	<p><u>Matters Arising</u></p> <p>F&GP Terms of Reference - Board Secretary advised that there was a number of further amendments which required to be resolved prior to an updated paper being submitted to the Committee.</p> <p style="text-align: right;">Action: Board Secretary</p> <p>Unit-E Annual Support Programme - The Committee ratified the final decision which was to approve the five year contract for the support of the Unit-E Management Information System.</p> <p>All other actions had been completed.</p>
<p>24/18</p>	<p><u>Estates Strategy Implementation Update – Paper D</u></p> <p>Facilities Manager provided an overview of the current position with regards to the implementation of the College’s Estates Strategy, including the Facilities Service Report for the period April to June 2018, which had not been available when the paper had been prepared. Key points highlighted included:</p> <ul style="list-style-type: none"> • Installation of new security system on first floor of Research wing had been completed; • Facilities provision for a number of fashion and art shows for both College and HWU; • Completion of tender for new College car fleet; • Roofing repairs at Hawick campus completed; • Renewal of reception stairs flooring; • Completion of new staff showering facility to encourage cycling to work. <p>A number of projects were planned for over the summer period with no significant timing issues expected. Longer term plans include Phase 2 of the SHARC project which could potentially take place during term time but would not affect staff or students. The College’s Energy Efficiency Pathfinder (CEEP) project has achieved around 18% of electrical savings which equates to around £20k of annual savings.</p> <p>A further reduction in funding from SFC for capital maintenance is expected in 2018-19. The College will look to create flexibility within the budget through savings from projects such as SHARC Phase 2 and the reduction of boiler rooms.</p> <p>The Melrose Road site continues to be marketed and is secured to as high a level as possible although the building fabric is deteriorating. Quotes for demolition have been received however, this option is deemed unaffordable at present.</p> <p>A joint bid with Dumfries & Galloway College has been made to the South of Scotland Enterprise Partnership for a South of Scotland STEM Hub project which would see the expansion of available space at the Hawick campus. Further details on what is being proposed will be provided to the Regional Board.</p> <p style="text-align: right;">Action: VP F&CS</p>

	<p>Learning for Leading feedback had highlighted continuing concerns regarding poor IT and social space provision at Riddell Estate. Facilities Manager advised that the general facilities at Riddell Estate along with Newtown were being reviewed and would be improved. ISLT Manager acknowledged the connectivity issues at Riddell Estate and advised that a service review with the current provider was currently underway.</p> <p>The Committee thanked Facilities Manager for his input and he then departed the meeting.</p>
25/18	<p><u>ISLT Strategy Implementation Update – Paper E</u></p> <p>ISLT Manager provided an overview of the paper which updated the Committee on the current position with regards the implementation of the College’s ISLT Strategy. Key points highlighted included:</p> <ul style="list-style-type: none"> • Recruitment is underway for Head of ISLT and a Database Developer. • Digital day for staff will take place in June to support the continued move towards on-line learning. • Fifty new mobile phone handsets have been issued to staff. A number of laptops have been distributed through bursary funding which has been very positive and an area ISLT wishes to increase given that this allows resources to be directed to staff. • £400k investment in infrastructure has seen a much improved wireless speed; new telephony system; cost effective, high performance Edge switches; increase in storage space from 15TB to 40TB; Upgraded backup solution and an improved firewall. • An infrastructure post-project evaluation with the ISLT team is being planned. The Committee recommended that users from outwith the team were also included. <p style="text-align: right;">Action: ISLT Manager</p> <ul style="list-style-type: none"> • UPS units have been installed and the College is progressing towards the Government’s Cyber-Essential Plus accreditation which must be achieved by November 2018. • £400k BFET funded budget has been fully utilised along with the £100k investment for end-user equipment. <p>Student representative confirmed that there had been an immense improvement to the wireless speed. Student email access had also improved with further improvements planned for over the summer period.</p> <p>T Jakimciw advised that changes to SFC’s bursary funding criteria may affect the future provision of IT equipment. The Committee recommended that this be added to the Strategic Risk Register.</p> <p style="text-align: right;">Action: ISLT Manager</p> <p>The joint SOSEA bid with Dumfries & Galloway College which was discussed under 24/18, also includes funding for the creation of a digital skills and learning network using a spoke system initially in schools.</p> <p>Priorities going forward for the coming year will be the provision of staff devices to ensure learners’ expectations are met. There will also be investment in CPD for staff.</p>

	<p>The Committee was pleased to note the progress made in IT to ensure infrastructure resilience, WiFi capacity and improved IT facilities for students.</p> <p>The Committee thanked ISLT Manager for the detailed report and he then departed the meeting.</p>
22/18	<p><u>Draft Budget 2018/19 – Paper B</u></p> <p>Head of Finance presented the College’s second draft revenue budget for the Academic Year 2018-19 based on the SFC’s final college funding allocations issued on 18 May 2018 and sought approval of the assumptions used within the budget.</p> <p>The Committee noted that key figures had slightly changed to an improved budget position.</p> <p>Completion of the Financial Forecast Return is required by SFC by 30 September 2018 with guidance on assumptions awaited. There had been no further changes in terms of SFC funding for the costs of National Bargaining and Pay Harmonisation (NBPH) since the previous Committee update in April.</p> <p>The College’s HN Childcare credits had been substantially increased to 1200 from a 292 delivery in 2017 which has raised concerns on delivery capabilities. The Committee noted that in order for ESF funding to be claimed the Childcare target must be met. The Committee highlighted that this was a risk to the College budget and should be added to the Strategic Risk Register. VP Curriculum & Student Services will liaise further with the Head of Finance on this risk.</p> <p style="text-align: right;">Action: VP C&SS</p> <p>All known staff changes were included and budgeted in accordance with the curriculum plan along with the cost of living pay awards for 2018 and anticipated costs of implementation of NBPH.</p> <p>VP Curriculum & Student Services confirmed that the admissions target had been met. There was now a requirement to ensure that applicants met their conditions.</p> <p>T Jakimciw advised the Committee of new requirements which SFC would be implementing for 18/19 which will require colleges to notify SFC of their recruitment progress. This will enable in-year re-distribution if credit targets are not achieved. 95% of enrolments will require to be met by 1 November. Management Information Systems will be essential in this regard. Further details will be provided to VP Curriculum & Student Services.</p> <p style="text-align: right;">Action: TJ</p> <p>The Committee approved the assumptions used as the basis for the final budget which would be presented to the Regional Board on 14 June 2018.</p>

23/18	<p><u>Business Review – Paper C</u></p> <p>The Head of Finance provided an overview of the Business Review paper which updated the Committee on College performance for the last nine months to 30 April 2018 with reasons for significant variances. The following points were highlighted:</p> <ul style="list-style-type: none"> • Commercial & Consultancy – negative variance mainly due to timing such as the delay with the delivery of Keys to Employment courses; • SLA Income – reconciliation with Heriot Watt had been completed with no significant refunds due on actual costs; • Bad debts – previously written off debt of £5,600 had been recovered by debt agency; • There had been healthy savings on electricity through heating and lighting. <p>For future reports it was noted that it would be helpful for the national bargaining elements to be separated by cost of living awards and pay harmonisation.</p> <p style="text-align: right;">Action: Head of Finance</p> <p>The Committee confirmed their satisfaction with the activity update and budget position.</p>
26/18	<p><u>Strategic Risk Register – Paper F</u></p> <p>The Committee reviewed the current Strategic Risk Register and changes which had been made by the Executive Team on 1 May 2018 with a number of risks having been downgraded or removed.</p> <p>The Committee were advised of a risk which had been proposed at the recent Curriculum & Quality Committee regarding the possibility of College outcomes not improving and the negative impact this could have on the College’s quality profile and funding.</p> <p>The issue regarding bursary rules for the purchasing of student ICT equipment discussed earlier under agenda item 25/18 was also noted.</p> <p>The Committee noted the contents of the register.</p>
27/18	<p><u>Any Other Business</u></p> <p>The Committee recorded their appreciation to H Anderson, P Chandy, R Hewitt and C Bradley for attending the meeting and providing very informative reports.</p>
28/18	<p><u>Date of Next Meeting</u></p> <p>The next meeting of the F&GP Committee will take place at the earlier time of 4pm on Thursday 25 October 2018 prior to the Regional Board Meeting.</p> <p>D Elder advised that he would be remaining on the Regional Board for a further year and may be slightly late to the next meeting in October.</p>

Signed.....

Chair

Signed.....

Board Secretary