

REGIONAL BOARD REPORT

Subject: Report from the Finance and General Purposes Committee	Purpose: For Approval <input type="checkbox"/> For Discussion <input type="checkbox"/> For Information <input checked="" type="checkbox"/>	
Prepared by: Elaine Acaster	Date: 29 April 2019	
Purpose: To inform the Regional Board of the meeting of the Finance and General Purposes Committee held on 28 February 2019		
Linked to Strategic Goal 5: Build Sustainability.		
Executive Summary: Draft minutes of the meeting held on 28 February 2019, including the confidential section are attached for information. The Board will receive a verbal update of the meeting to be held on 2 May.		
Recommendation: To note the content.		
Previous Committee Approvals: n/a		
For publication <input checked="" type="checkbox"/>	For publication with redactions <input type="checkbox"/>	Not for publication <input type="checkbox"/>

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Borders College

Finance & General Purposes Committee

Meeting at 17:30 on Thursday 28 February 2019

Location: Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
35/18	F&GP revised Terms of Reference would be brought to next Committee meeting for approval.	Board Secretary
44/18	Impairment and Valuation Review would be discussed further at next Committee meeting.	VP Finance & Corporate Services
07/19	Assumption of HR Committee responsibilities - Revised wording for point 3 would be provided.	Board Secretary
08/19	Board Self-evaluation Action Point B – Updates will be provided to the Committee.	VP Finance & Corporate Services
09/19	BFET donation to be recommended to Regional Board. Business Review - Explanatory notes with a smartboard presentation will be provided at the next F&GP meeting. Benchmarking on the high-level financial ratios will be sought from the Finance Development Network.	Chair VP Finance & Corporate Services
10/19	Strategic Risk Register - Risk 4e - Letter of clarification to be sent to lead partner. Risk 4f – Hub & Spoke Model risk to be updated.	VP Finance & Corporate Services
12/19	Melrose Road – New planning brief to be progressed.	VP Finance & Corporate Services
11/19	ISLT Action Plan - A phased plan over three years with indicative costs to address strategic priorities will be brought back to the Committee.	VP Finance & Corporate Services

Borders College

Finance and General Purposes Committee

Meeting at 17:30 on Thursday 28 February 2019

Location: Board Room, Scottish Borders Campus, Galashiels

Minutes

ITEM	MINUTE
Present	Elaine Acaster (Chair) Tony Jakimciw Angela Cox David Elder David Peace David Johnson Liz Parkes
In Attendance	Hazel Robertson (Vice Principal – Finance & Corporate Services) James Ayling (Board Secretary) Lorraine Sulo (Minutes)
01/19	<u>Chair's Welcome</u> The Chair welcomed everyone to the meeting. All Committee members were present, however, it was noted that vacancies remained following the resignation of P Hutchison and N McIlwraith.
02/19	<u>Declaration of Conflict of Interest</u> No declarations were received.
03/19	<u>Register of Members Interest</u> The Board Secretary requested that members noted that all updates to the written register had now been received. An update would be provided at the forthcoming Regional Board meeting.
04/19	<u>Apologies for Absence</u> All members were present.
05/19	<u>Minutes of Meetings held on 22 November 2019</u> The minutes from the previous meeting were approved as an accurate record.
06/19	<u>Matters Arising</u> An update on the action points from the previous meeting were discussed as follows:

<p>35/18</p> <p>44/18</p> <p>45/18</p> <p>53/18</p> <p>54/18</p> <p>55/18</p> <p>57/18</p>	<p>Assumption of HR Committee would be discussed under agenda item 07/19 with revised Terms of Reference brought to the Committee.</p> <p style="text-align: right;">ACTION: Board Secretary</p> <p>Impairment and Valuation Review - Sector norm testing had yet to be completed. An impairment review on equipment was being considered which would be discussed at the next F&GP meeting.</p> <p style="text-align: right;">ACTION: VP F&CS</p> <p>FFR recommendation response had been completed.</p> <p>Changes to the Public Sector Climate Change Duties report had been completed and submitted on time.</p> <p>The Business Review would be discussed under agenda item 09/19.</p> <p>Estates Strategy – the suggestion to include the development of the academic hub and spoke model within the strategy would be considered for the future and was therefore on going.</p> <p>The amendment within the Executive Summary had been completed.</p>
<p>07/19</p>	<p><u>Assumption of Human Resources (HR) Committee Responsibilities – Paper B</u></p> <p>The Board Secretary outlined the paper which had been prepared following the agreement that the F&GP Committee would assume the responsibilities previously undertaken by the HR Committee. Further work had been completed with input from the Head of HR, Principal and Chair of F&GP.</p> <p>The Committee reviewed the current HR Terms of Reference and agreed to the following core items being added to F&GP current Terms of Reference:</p> <ol style="list-style-type: none"> 1. To monitor that the College is operating within all legal requirements relating to employment law and other legislation affecting employment; 2. To advise the Regional Board on the HR strategy and to monitor the implementation of this and actual performance against KPIs; 3. To make recommendations to the Regional Board on HR and staffing matters (revised wording to be provided); 4. To ensure that the Board complies with the nationally agreed college sector Staff Governance Standard. <p style="text-align: right;">ACTION: Board Secretary</p> <p>The Committee approved the suggested approach and the adoption of the additional HR terms of reference. The proposed arrangements would be reviewed after one year in operation.</p>

08/19	<p><u>Board Self-evaluation Action Points – Paper C</u></p> <p>The Board Secretary outlined the action points from the Board Self-evaluation which identified the strengthening of the F&GP Committee as an area for development.</p> <p>The appointment of new members with necessary business/financial expertise was being progressed, with a new F&GP member due to be proposed at the next Regional Board meeting.</p> <p>The VP Finance & Corporate Services advised that work had already started on improvements to the business review with greater financial details being provided to the Committee. A paper outlining the financial projections for the next 2-3 years will be forthcoming which will be based on the FFR 2018. Regular updates on progress will also be provided.</p> <p style="text-align: right;">ACTION: VP F&CS</p>
09/19	<p><u>Business Review – Paper D</u></p> <p>The VP Finance & Corporate Services provided an overview on the financial position as at the end of January 2018 (Qtr 2).</p> <p>Additional bursary funding of £330k had been confirmed and £2.2m of SOSEP funding had been included for this academic year. Discussions regarding additional credits were ongoing and not included within January figures.</p> <p>Following a high-level review of the Qtr 1 position and rebasing of the staff budget, the outcome is an overall budgeted surplus of £163k. In addition there is a projected underspend of £44k. The cash position was explained and provided additional assurance of the favourable position.</p> <p>Benchmarking on the high-level financial ratios will be sought from the Finance Development Network.</p> <p style="text-align: right;">ACTION: VP F&CS</p> <p>The Committee approved a donation of £150k to BFET by the end of March 2019. This recommendation would be made to the Regional Board.</p> <p style="text-align: right;">ACTION: Chair</p> <p>Explanatory notes with a smartboard presentation will be provided for the next Business Review report.</p> <p style="text-align: right;">ACTION: VP F&CS</p> <p>The Committee noted the favourable position.</p>
10/19	<p><u>Strategic Risk Register – Paper E</u></p> <p>The VP Finance & Corporate Services provided an update to the Committee and highlighted the new risks which had been added. The following points were noted:</p>

	<ul style="list-style-type: none"> • 4e - Centre of Excellence for Textiles. The VP Finance & Corporate Services provided an update on a recent meeting which had provided further clarity regarding the College's role. It was agreed that a letter of clarification of the College's responsibilities would be issued to the lead partner, Scottish Borders Council. <p style="text-align: right;">ACTION: VP F&CS</p> <ul style="list-style-type: none"> • Risk 4f – Hub & Spoke Model would be updated to state "The failure or inability to deliver by either party". <p style="text-align: right;">ACTION: VP F&CS</p> <p>A BREXIT risk assessment would be discussed at the next Regional Board meeting on 7 March 2019.</p> <p>The Committee noted the content of the report.</p>
12/19	<p><u>Estates Strategy Implementation Update (Paper G)</u></p> <p>The VP Finance & Corporate Services provided an update on the current position with regards the implementation of the College's Estates Strategy. Main points included:</p> <ul style="list-style-type: none"> • Melrose Road <p>The College had received confirmation from SBC that a new planning brief would be welcomed. It was therefore agreed by the Committee to the engagement of property consultants to undertake the work which would allow a more flexible planning situation.</p> <p style="text-align: right;">ACTION: VP F&CS</p> <ul style="list-style-type: none"> • South East Scotland Hub <p>There is the potential for the College to benefit from the Hub in terms of access to partnership working, different funding models and strategic estates planning. It was noted that full agreement would be required from SFC. A further meeting is being held with the Hub in early March.</p> <p>The Committee was pleased with the positive national feedback the College continues to receive in relation to its sustainability projects.</p> <p>The Committee noted the content of the report.</p> <p>D Peace left the meeting.</p>
11/19	<p><u>ISLT Draft Action Plan – Paper F</u></p> <p>The VP Finance & Corporate Services provided an overview of the paper which outlined the priority areas of work required for the implementation of the four strategic ISLT goals. Significant progress had been made in the last few years but significant resource intensive activities were still required. Effective financial planning and alternative ways of resourcing would be key.</p>

	<p>The following points were raised:</p> <ol style="list-style-type: none"> 1. Strategic Academic Leadership Responsibility for ISLT projects is missing from the plan; 2. Culture and people issues are missing from the plan; 3. Short-term developer contracts are not a long-term solution and permanent staffing solutions should have priority; 4. Staff survey on digital capabilities is currently underway; 5. Different courses have different requirements (laptops may not be suitable for all); 6. Adequate training and support must be in place in order for expectations to be met; 7. Business System Review is on-going. <p>The Committee requested that a phased plan over three years with indicative costs to address strategic priorities be brought back to the Committee.</p> <p style="text-align: right;">ACTION: VP F&CS</p> <p>The Committee noted the content of the report.</p>
13/19	<p><u>Business Development Unit Update</u></p> <p>The VP Finance & Corporate Services updated the Committee on the progress of BDU in relation to budget performance and planned activity.</p> <p>There had been positive growth across vocational learning delivery and national programmes, however, candidate numbers and income were down in both commercial delivery and community provision.</p> <p>The budget and planned activity would continue to be reviewed to ensure the projected contribution was achieved.</p> <p>The Committee noted the content of the report.</p>
14/19	<p><u>Committee Papers for Publication (standing item)</u></p> <p>The Board Secretary noted that all papers were for publication except Paper F and Paper G would be published with redactions.</p>
15/19	<p><u>Any Other Business – Strictly Confidential</u></p> <p>A separate confidential minute was recorded.</p>
16/19	<p><u>Date of Next Meeting</u></p> <p>The next F&GP Committee would take place on Thursday 2 May at 17:30.</p>

Signed.....

Chair

Signed.....

Board Secretary

FINANCE & GENERAL PURPOSES COMMITTEE

Thursday 28 February 2019

This section was treated as strictly confidential at the time of the meeting

Confidential Minute of the meeting of the F&GP Committee on Thursday 28 February 2019
at 17:30 in Board Room, Scottish Borders Campus, Galashiels

ITEM	MINUTE
15/19	<p>HR Issue</p> <p>The Principal advised members that the investigation into the situation regarding the release of an inappropriate video involving a member of Borders College staff had been completed with advice from lawyers and external consultants received.</p> <p>Members acknowledged the complex situation given that no illegal act had been committed.</p> <p>The Principal would seek clarification on whether dismissal due to the breakdown of the working relationship had been considered by lawyers.</p> <p>The option of a protected conversation route was discussed. Due to financial memorandum rules, approval would require to be sought from SFC before this could be progressed. All members except one agreed to this route and approval being sought. The Principal advised that she would therefore contact the Chair of the Remuneration Committee.</p> <p>The financial impact to the College was detailed with members agreeing to the appropriate funds being reserved.</p> <p>The Chair reminded members that this was a strictly confidential matter.</p>