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REGIONAL BOARD REPORT

Subject: Report from the Chair's Committee	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: Elaine Acaster	**Date:** 23 November 2020

Purpose:
To provide the Regional Board with the Annual Report for the period 1 August 2019 – 31 July 2020

Linked to Strategic Ambition: **Take a leading role in enabling an inclusive, resilient and sustainable Scotland**

Executive Summary:

The annual report of the Chair's Committee for the period August 2019 – July 2020 is attached.

Recommendation:
To note the content

Previous Committee Approvals:

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐

Annual Report of the Chair's Committee 2019-2020

Terms of Reference

To advise the Regional Board on the selection/appointment of the Principal and Board Secretary;

To advise the Regional Board on any matters relating to the misconduct on the part of the Principal, Board Secretary or Board member;

To manage staff disciplinary procedure appeals in the case of dismissal;

To manage grievance procedure for staff where the grievance is against the Principal;

To manage grievance appeals where the grievance is against a member of the Executive Team;

To oversee any urgent matter that may in the opinion of the Chair of the Regional Board affect the operation of the College, excepting however matters specifically reserved for Board **decision** and excluded from any delegation all as set out in the Regional Board's Scheme of Delegation as constituted from time to time or relevant legislation;

To consider and make recommendations to the Regional Board on any matters of unusual or special interest not within the remit of another Committee.

Meetings 2019-2020

The committee met on five occasions in 2019-2020.

At its meeting on 7th August 2019, the Committee received the draft Financial Forecast Return (FFR) for academic years 2019-2020 to 2023-2024. Following consideration of the draft forecast which complied with recent guidance, the committee requested that the forecast and commentary to be submitted to SFC should reflect the challenging years ahead, and caution should be exercised in forecasting income.

The Committee noted progress with the sale of surplus property and associated discussions with SFC.

Terms of reference of the committee were reviewed, and suggestions made for change.

At its meeting on 5th September 2019, the Committee received the revised Financial Forecast Return (FFR) for academic years 2019-2020 to 2023-2024. Following discussion the committee approved the Financial Forecast Return to be submitted to SFC by 30th September. The Committee noted that the commentary would be submitted later in the year following scrutiny by F&GP and the Regional Board. The impact of significant savings during the five year period were highlighted and a dedicated Transformation Management Project to drive forward efficiencies was welcomed. The Board would consider various scenarios/options at its Strategic Planning Day on 28th November.

Terms of reference of reference of the committee were again reviewed and would be recommended to the Regional Board for approval.

At its meeting on 11th May 2020, the Committee received a presentation from the Head of Human Resources and Development on the NJNC Circular – 'Guidance on the Use of Coronavirus Job Retention Scheme'. Guidance was provided on eligibility for the scheme, and following

consideration it was agreed to utilise the scheme to minimise redundancies in the future, and to follow SFC's direction to be active in mitigating operating deficits.

At its meeting on 29th June 2020, the Committee received the revised Financial Forecast Return (FFR) and commentary 2020-2021 to 2022-2023 prepared in line with current guidance (a 3 year forecast). The overall financial position had worsened due to COVID-19 and mitigations were set out towards achievement of a balanced budget required by SFC. A number of scenarios were presented to the Committee for 2020-2021, and the Committee agreed not to vary from the pessimistic scenario agreed by the F&GP Committee. Each section of the commentary was reviewed i.e. funding, capital, staff costs, financial plan, capital plan, risks and mitigations, and was constructively challenged. Subject to minor amendments the Committee approved the Financial Forecast Return 2020-2021 to 2022-23

At its meeting on 23rd July 2020, the Committee received a paper from the Principal, proposing 'Redesign and Alignment of the Curriculum and Associated Services'. The Committee gave careful consideration to the principle of alignment with the College's Strategic Ambition, the impact of the 'human' side of the proposal throughout the College and the financial impact. The committee approved the proposals to redesign and align curriculum and associated services.

Elaine Acaster, Interim Chair of Regional Board, November 2020