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Borders College

Finance & General Purposes Committee

Meeting at 17:30 Thursday 26 May 2022

MS Teams

Actions

Item	Action	Responsibility and Date	Action Status
60/21	Feedback on Public Sector Climate Change Duties Report to be followed up by new Sustainability Manager.	VP F&CS	Ongoing, sustainability strategy update will go to June Board
38/22	A member noted concern about potential perceived double counting and the use of the word 'stretching' in the budget proposal. VP F&CS will change the wording.	VP F&CS	

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Minutes

ITEM	MINUTE
Present	Elaine Acaster (Chair) Karl Davy Liz Parkes David Peace Angela Cox Jess McBeath Lynn Mirley
In Attendance	Hazel Robertson (Vice Principal – Finance and Corporate Services) Jane Grant – (Executive Director – Enterprise and Business Innovation) Ingrid Earp (Regional Board Secretary) Ryan Wilkinson (Minutes)
31/22	Chair's Welcome The Chair welcomed everyone to the meeting. One of the members needed to leave the meeting early, therefore the Budget Item was taken earlier to allow for comments to be made and approval to be given, or otherwise.
32/22	Declaration of Conflict of Interest No items were raised.
33/22	Register of Members' Interest No items were raised.
34/22	Apologies for Absence There were no apologies for the meeting.
35/22	Minutes of Previous Meeting held on 5 May 2022 The minutes of the previous meeting held on 5 May 2022 were agreed as accurate by all members of the committee.
36/22	Matters Arising
60/21	This action is ongoing, and the sustainability strategy update will go to the June Board meeting.

<p>24/22</p>	<p>The point on foundation apprenticeships was followed up with curriculum staff.</p> <p>The point on student communication on strike action which will be reported on later on in the agenda.</p>
<p>25/22</p>	<p>The full list of the insurance coverage is on the agenda.</p>
<p>37/22</p>	<p>HR Report</p> <p>Following the latest staff survey from Great Places to Work (GPTW) the Senior Leadership Team (SLT) will meet with GPTW on 21 June and an action plan will be created after that.</p> <p>With regards to the Unison dispute, it is still sitting on the table and the College is chasing the full-time officer to get to a resolution and to agree on it.</p> <p>The assessor consultation has ended in dispute. Head of HR has met with the full-time officer and the branch secretary, which was positive and hopefully there will be a possible resolution.</p> <p>The College is currently recruiting for a new Principal and VP Finance and Corporate Services. Nikki Walker has been appointed as CLM for Sport and Outdoor Activities and Dale Clancy as CLM for Business and Computing.</p> <p>Update on National Bargaining – Salary Negotiations and Job Evaluations</p> <p>With regards to the EIS strike action, it has been requested that the management side meet again with EIS members. Unison also balloted members but did not get a mandate for strike action.</p> <p>The job evaluation exercise continues and is currently in dispute at a national level re the following of procedures.</p> <p>The Chair questioned whether strikes and job evaluation were affecting the morale of the workforce. D Kerr noted that staff are very committed to the students and are working to ensure minimal disruption during strikes, however the job evaluation has been going on for some time now and posts have changed since they were originally evaluated and now need to be done again. The impact of job evaluation on budgets is still not clear although may be significant for the College as salaries tend to be lower than other parts of the sector.</p>
<p>SECTION A – ITEMS FOR APPROVAL</p>	
<p>38/22</p>	<p>Budget 22/23 & Financial Forecast Return (FFR)</p> <p>It was noted that the budget for 22/23 as it stands is incredibly tight with a forecast surplus of £1k.</p> <p>The Principal noted that since the paper was produced, she had met with VP F&CS to see if they can increase savings in the budget to a sum of £200k. In addition to this, SFC has awarded the College an additional 48 FT places</p>

	<p>giving £269K additional income. The proposal is to keep the £200k savings in the budget at present.</p> <p>The Chair noted the additional income was welcome.</p> <p>After questions from Members the risk of double counting was noted and concern around the use of the word 'stretching'. VP F&CS will change the wording.</p> <p style="text-align: right;">ACTION: VP F&CS</p> <p>A member noted that the work was great but questioned whether it would make sense to carry the savings forward into coming years. VP F&CS noted that that is often not possible, and it is about creating headspace for the College and having the savings in this year's budget which might allow the College to reinvest it back into the College. The Principal noted that with the increased levels of uncertainty the College needs to start the year with this tight budget and as the year progresses there may be more opportunity to relax it.</p> <p>The Principal noted that making savings and improving efficiency is always at the forefront of thinking, even when additional funding is received.</p> <p>The Committee agreed the budget and recommended it to the June Board Meeting, noting changes requested.</p>
SECTION B – ITEMS FOR DISCUSSION	
39/22	<p>Business Review</p> <p>The Chair noted that this is a good position for the College to be in at this time of year although queried whether the significant savings already made can be continued. The Principal replied that most of the significant savings have been made but there is always the opportunity to offset with additional income.</p> <p>VP F&CS noted that this shows a stable position with this forecast having the benefit of the VAT recovery.</p>
40/22	<p>Asset Management Strategy Update</p> <p>There is some capital funding available which the College hopes to be able to make good use of.</p> <p>The College is looking to make joint bids with Heriot Watt University on projects for funding for the Student Union and Waste Management plans.</p> <p>The introduction of the 'One Stop Shop' for students seeking help and advice was welcomed, however the Chair asked whether this would require multiskilled staff, and if so are there any problems with this. VP F&CS noted that there will be a service catalogue with a number of FAQs and generic staff will be topped up with specific staffing when necessary.</p> <p>A member noted their support of continuing collaboration between the College and other members of the sector. VP F&CS noted that she has had</p>

	multiple conversations with a number of other colleges re joint approaches to areas such as finance.
41/22	<p>Strategic Risk Register</p> <p>It was noted that there have been a few changes to the risk register, the separation of cyber security from information management into a risk of its own scoring 15 and the introduction of the turnover of Executive Team members, which is a short term risk. The finance risk has been moved up to a 16.</p> <p>The Committee agreed with all the changes.</p>
42/22	<p>Enterprise and Innovation Update</p> <p>The College is overperforming in the delivery of short courses and is also ahead of the sector with regards to modern apprenticeships (MAs).</p> <p>There is potential to bid for a shared prosperity fund with Dumfries and Galloway College.</p> <p>The Chair questioned how the Turin Project trip to Canada went. The Executive Director noted that K Mathison is going to feed back to the teams but on the whole the trip was a great success. The Principal from Centennial College has shown his desire to come over in July to the College.</p> <p>The Chair notes the great progress made in all areas over the last 12 months and congratulated everyone involved.</p>
SECTION C – ITEMS FOR INFORMATION	
43/22	<p>Insurance Policy Cover</p> <p>This paper provided Committee members with details of the policy and coverage of the College’s new insurance provider.</p>
44/22	<p>Equality, Diversity & Inclusion (Standing Item)</p> <p>No items were raised.</p>
45/22	<p>Papers for Publication (Standing Item)</p> <p>Papers for publication were noted.</p>
46/22	<p>Any Other Business</p> <p>It was noted that this will be the last Committee meeting for the current Chair and the Committee congratulated the Chair on their successful tenure.</p>
47/22	<p>Date of Next Meeting</p> <p>The date of the next F&GP meeting is at 17:30 on Thursday 22 September 2022.</p>

Signed.....

Chair

Signed.....

Board Secretary