



Meeting of the Finance and General Purposes Committee

Meeting to be held

On Tuesday 22 September 2020

At 1330 by Teams

A G E N D A

Number	Item	Presented By	Action Required: Decision, Discussion, For Noting
F.20.04.01	(i) Resignations	C Fair	Noting
	(ii) Appointments		
F.20.04.02	Apologies for Absence	C Fair	Noting
F.20.04.03	Any Additional Declarations of Interest including specific items on this Agenda	M Easton	Noting
F.20.04.04	Draft Minutes of Finance and General Purposes Committee meeting held on 9 June 2020	M Easton	Decision
F.20.04.05	Draft Matters Arising/Action Sheet from Finance and General Purposes Committee meeting held on 9 June 2020 *	C Fair	Noting
F.20.04.06	Provisional Results for 2019-20 *	S McInnes	Discussion
F.20.04.07	2020-21 Budget Update *	S McInnes	Discussion
F.20.04.08	Estates Update	D Duncan	Noting
F.20.04.09	Emerging Issues		
	(i) Aligned Finance Service update	M Easton S McInnes	Noting

Agenda F&GP Meeting 22-9-2020

RESERVED ITEMS			
F.20.04.10	Draft Reserved Minutes of Finance and General Purposes Committee Meeting held on 9 June 2020 *	M Easton	Decision
F.20.04.11	Reserved Matters Arising from Finance and General Purposes Committee Meeting held on 9 June 2020 *	C Fair	Noting
F.20.04.12	Date of next meeting – 24 November 2020	C Fair	Noting

**Finance and General Purposes Committee
Draft Minutes of Meeting held on
Tuesday 9 June 2020 at 1330 by Skype**

Present:

Murray Easton (Convenor)	Rosemary McCormack
Peter Graham	Caroline Webster
David Patterson	Nathan Sanderson

In Attendance:

Deborah Newton
Shelly McInnes
Derek Duncan
Cathie Fair (Clerk)

Item		Action	Date
F.20.03.01	(i) Resignations		
3.1	<ul style="list-style-type: none"> Joe Bodman has resigned from the Committee with immediate effect. Nathan Sanderson has reached the end of his tenure as HISA Rep with effect from 30 June 2020. 		
	(ii) Appointments		
3.2	There have been no new appointments.		
F.20.03.02	Apologies for Absence		
3.1	Apologies were received from Jim Knowles,		
F.20.03.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no additional declarations of interest.		
F.20.03.04	Draft Minutes of Finance and General Purposes Committee Meeting held on 21 April 2020		
4.1	The minutes were accepted as a true record and approved by the Committee: Proposed: Rosemary McCormack Seconded: Caroline Webster		
F.20.03.05	Matters Arising/Actions Sheet from F&GP Meeting held on 21 April 2020.		
5.1	There were no actions arising from the non reserved section of this meeting.		
F.20.03.06	Quarter 3 Management Accounts		
6.2	This item is reserved and the minute held in confidence.		
F.20.03.07	Updated FFR 2019-20 - Cashflow		

7.1	This item is reserved and the Minute held on confidence.		
F.20.03.08	Draft Budget 2020-21		
8.1	This item is reserved and the minute held in confidence.		
F.20.03.09	Risk Register		
9.1	The Risk Register, which was previously presented to the Audit Committee on 19 May was circulated for noting. Committee noted that the current format is very difficult to work with. Committee questioned some of the Risk areas including Covid related risks. MI is currently not fit for purpose to provide Audit Committee with the information they require. This has already been conveyed to Roger Sendall.		
F.20.03.10	Aligned Finance Service		
10.1	A paper was circulated on the proposed aligned Finance Service in UHI. A Project Board is now in place. Updated paper had been presented to UHI Court F&GP last week. ME had sent feedback although most of the issues raised had still not been addressed. Committee questioned the next steps but these were not currently known.		
Action	Shelly to keep Committee updated on development of the Project Board.	SM	As required
F.20.03.11	Emerging Issues		
11.1	(i) UHI Court F&GP		
Action	Murray to provide summarised update to Board on 23-6-2020	ME	23-6-2020
	(ii) Moray Growth Deal		
11.2	David provided an update on status of MGD. Operational Group has been established support EO in the building process at Lossiemouth. UHI to submit tender through APUC for project Manager of Construction Project. Caroline volunteered to be involved to ensure sector expertise. Pre-meeting takes place 10-6-2020 and implementation meeting next week.		
F.20.03.12	Estates Update		
12.1	Derek highlighted key points from the Estates update paper. Priorities from Capital and BLM funded projects will be made as outlined in the table. Damage caused by a grass cutting incident was discussed.		

12.2	Caroline noted contractors have starting to prepare for going back making ensuring CDM and Covid-19 Security measures in place. Announcement likely on 18 June and contractors likely to start back on 22 June.		
12.3	Status of the laundry fire insurance claim discussed which is nearing completion.		
RESERVED ITEMS			
F.20.03.13	Draft Reserved Minutes of Special Finance and General Purposes meeting held on 21 April 2020		
13.1	This item is reserved and the minute held on confidence.		
F.20.03.14	Reserved Matters Arising of Special Finance and General Purposes Committee meeting held on 21 April 2020		
14.1	This item is reserved and the minute held in confidence.		
F.20.03.15	Date of next meeting – 8 September 2020		

Draft Matters Arising from Finance and General Purposes Committee 9 June 2020
Agenda item: F.20.04.05

Draft Action Sheet/Matters Arising from Finance and General Purposes Committee Meeting Held on 9 June 2020

		ACTION	DATE	UPDATE
F.20.03.10	Aligned Finance Service			
10.1	Shelly to keep Committee updated on development of the Project Board.	SM	As required	
F.20.03.11	Emerging Issues			
11.1	(i) UHI Court F&GP			
	Murray to provide summarised update to Board on 23-6-2020	ME	23-6-2020	

Committee:	F&GP			
Subject/Issue:	Estates Update			
Brief summary of the paper:	Regular update on estates matters.			
Action requested/decision required:	For noting.			
Status: (please tick ✓)	Reserved:		Non-reserved:	✓
Date paper prepared:	16 th September 2020			
Date of committee meeting:	22 nd September 2020			
Author:	Derek Duncan			
Link with strategy: Please highlight how the paper links to, or assists with: compliance. partnership services risk management strategic plan/enabler other activity (eg new opportunity) – please provide further information.	Risk Register ID Moray/8: College Estate not fit for purpose			
Equality and diversity implications:	YES – DDA compliance in terms of access to all parts of the building.			
Resource implications: <i>(If yes, please provide detail)</i>	Planning will consider the latest 3-year forecast on SFC capital and maintenance funding.			
Risk implications: <i>(If yes, please provide detail)</i>	Failure to have in place regular planned regular maintenance will lead to significant deterioration of the College estate and additional cost and risk to the safety of College staff, students and visitors.			

Estates Update September 2020

Overview

The College estate officially re-opened on 11th August and a limited range of student induction commenced from 24th August. The key Covid-19 control is a limit on face to face teaching, with just 20% of the designed student capacity permitted at any time. This a fundamental change to the way the College Estate is being used and is discussed briefly in the Covid-19 estates response below.

UHI Estates Consultancy Tender

The UHI estates consultancy tender work is now complete, with 6 suppliers being appointed to the framework.

The estates framework is used for:

- Ad-hoc estates advice (for up to 3 days work) – using suppliers in ranked order.
- Estates Consultancy – a mini competition to be used for any work over 3 days which is open to all framework suppliers.

The completion of this tender will now allow for a compliant approach to procurement of a wide variety of estates issues where professional advice is a key requirement.

Previous local attempts to procure these services were unsuccessful, therefore this is an important milestone in re-engaging with estates project work.

Covid-19 Estates Response

The Estates re-opening response generated 70 individual actions across 4 categories:

Area	No. of Actions
Covid-19 Risk Mitigation	39
Maintenance	10
Services	7
Statutory Testing	14

At the time of this report, 16 actions were still in progress, but none of these have a significant bearing on re-opening. A range of Covid-19 mitigations are clearly visible on arrival at College e.g. physical distancing measures including signage, screening and one-way systems. The reduction in space usage is however significant and needs to be factored into estates work going forward.

There are likely to be a range of options to consolidate parts of the estate and, in particular, make immediate savings on energy usage.

Fire Risk Audit Action - Estates Work

Faithfull and Gould have been appointed to carry out survey work in relation to the Fire Risk Audit actions and an initial site visit took place shortly after lockdown restrictions were eased.

An initial proposal for 26 days of consultancy to carry out detailed survey and investigation work at the Main Campus and specify the high priority areas for action will be developed.

The site survey is scheduled for October.

AGBC Repairs

At the time of writing, work to replace the failed roof access hatch/smoke ventilator unit is finally underway. Further minor faults were found during commissioning of the new unit, but the safety certificate is expected to be issued within the next few days. This will permit roof access for the delayed survey work.

A structural engineer will be procured to assess the AGBC roof flashing repairs and provide a report to the insurance loss adjuster. The Heras fencing remains in place at the main entrance as a precaution until such time as assurance can be obtained.

Damage to the Caithness Stone wall partition to the west of the conference has been repaired, with Moray Council covering the costs. Damage to the outside seating area to the north of the building was also completed prior to College re-opening.

Victoria Art Building

The completion of the estates consultancy tender means that work can now proceed to a mini competition for the surveying services required to plan, estimate and manage a range of repairs to the building. The use of the building needs to be considered within the overall Covid-19 response.

Roof Repairs Contract

As previously discussed, Graham and Sibbald were appointed as external consultants to manage the College roof repair programme in 2019, with Faskin Group Ltd appointed the successful bidder to carry out the repairs.

Following the completion of phase 1, issues were discovered with the slating repairs to the Grange wing roof. Graham and Sibbald carried out an inspection recently and have instructed the contractor to carry out remedial work. The impact of Covid-19 will however delay the contractor response until October.

A new water leak in the Grange wing corridor was traced to the flat roof component of the LRC. A quote for repair under the College's existing reactive maintenance contract has been authorised. This work will involve the installation of a replacement Sarnafil membrane on a new plywood deck.

Asbestos Survey

An asbestos survey was carried out in the roof spaces above Culbin room C112 and the Fitness Suite. The survey was required to due to perceptions that both locations were contaminated. These locations were not reported on the previous management level survey and therefore, a refurbishment level survey of both areas was undertaken as a precaution.

The survey found no evidence of asbestos in either location and the water hygiene inspection work can now proceed as planned.

In terms of the items found in the 2019 management survey, the consultancy to support the de-contamination work will now be arranged via the UHI estates consultancy framework.

Backlog Maintenance Planning

The previous committee reported noted the draft plan for the 20/21 maintenance programme. This remains under review with priorities focussing on:

- Phase 2 of the roof repair project.
- Continuation of the fire risk audit actions.
- Asbestos removal 1st phase targeting high priority areas.
- Air conditioning system upgrades (initial scoping exercise to plan replacement of R22 refrigerant systems).
- Scoping exercise for the replacement of the Culbin wing gas plant and associated ventilation system.
- Local area network cabling upgrades.
- Flooring repairs
- Victoria Art building conservation repairs
- Lighting replacement (Science Lab G013)

Two further safety related issues which have an impact on the estates planning were raised since the last meeting:

- Further consideration of car park safety at the main campus following an initial review by the recently appointed Health, Safety and Wellbeing officer.
- Provision of safer access to the AGBC roof space to facilitate maintenance of external plant systems.

The next step is for the SLT to agree the priorities for funding, but consideration of the Covid-19 impact on the estate usage needs to be factored into the planning activities.