



Special Meeting of the Finance and General Purposes Committee

Meeting to be held

On Tuesday 21 April 2020

At 1000 hours by Skype

A G E N D A

Number	Item	Presented By	Action Required: Decision, Discussion, For Noting
F.20.02.01	(i) Resignations	Mrs C Fair	Noting
	(ii) Appointments		
F.20.02.02	Apologies for Absence	Mrs C Fair	Noting
F.20.02.03	Any Additional Declarations of Interest including specific items on this Agenda	Mr M Easton	Noting
F.20.02.04	Draft Minutes of Finance and General Purposes Committee meeting held on 10 March 2020 *	Mr M Easton	Decision
F.20.02.05	Draft Matters Arising/Action Sheet from Finance and General Purposes Committee meeting held on 10 March 2020 *	Mrs C Fair	Noting
RESERVED ITEMS			
F.20.02.06	Draft Reserved Minutes of Finance and General Purposes Committee Meeting held on 10 March 2020 *	Mr M Easton	Decision
F.20.02.07	Reserved Matters Arising of Finance and General Purposes Committee Meeting held on 10 March 2020 *	Mrs C Fair	Noting
F.20.02.08	Updated FFR *	Ms S McInnes	Discussion
F.20.02.09	Staffing paper - financials	Ms S McInnes	Discussion
F.20.02.10	Date of next meeting – 9 June 2020	Mrs C Fair	Noting

**Finance and General Purposes Committee
Draft Minutes of Meeting held on
Tuesday 10 March 2020 at 1.30pm in the Boardroom**

Present:

Mr Murray Easton (Convenor) Mrs Rosemary McCormack
Mr Peter Graham Miss Carolyn Webster
Mr David Patterson

In Attendance:

Mrs Deborah Newton
Miss Shelly McInnes
Mr Derek Duncan
Mrs Cathie Fair (Clerk)
Mrs Kelly Strachan (Minutes)

Item		Action	Date
F.20.01.01	(i) Resignations		
1.1	There have been no resignations received.		
	(ii) Appointments		
1.2	Whilst there were no new appointments to the Committee, the Committee welcomed Shelly McInnes to her first meeting.		
F.20.01.02	Apologies for Absence		
2.1	Apologies were received from Mr Jim Knowles, Mr Nathan Sanderson, and Mr Joe Bodman.		
F.20.01.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no additional declarations of interest.		
F.20.01.04	Draft Minutes of Finance and General Purposes Committee Meeting held on 26 November 2019		
4.1	The minutes were accepted as a true record and approved by the Committee: Proposed: Mr Peter Graham Seconded: Mrs Rosemary McCormack		
F.20.01.05	Matters Arising/Actions Sheet from F&GP Meeting held on 26 November 2019		
5.1	7.1 Q1 Management Accounts to be provided as required.		
F.20.01.06	Emerging Issues		
	(i) Proposed Closure of Outreach Centres at Buckie and Forres		
6.1	Mr Patterson gave an overview of the proposal and the possible savings to be made from the		

	<p>closures. Courses are not generating enough footfall to warrant maintaining leases within these Centres. Concerns raised over a repeat of the bad press received when the Outreach Centre in Nairn closed. If proposal was to go ahead, staff would be reallocated within main the campus.</p>		
	<p>(ii) Arrangements for Committee Effectiveness Review for 2020</p>		
6.2	<p>Mrs Fair advised the Committee that an online survey has been constructed and will be circulated following the March meeting of the Board.</p>		
	<p>(iii) SIF Update</p>		
6.3	<p>Following award of SIF monies to the college in February 2018 UHI Court asked its F&GPC to review SIF spend to date. Moray submitted a brief explanation of spend delay and a nuanced change in the MGD-related SIF project being reviewed.</p> <p>F&FPC were generally happy that the SIF money be used for Moray Growth Deal, but decreed that MGD money be payable to university as grant obligant and buildings and assets to be owned by university.</p> <p>Mr Patterson has met with Mr Campbell to agree a more balanced proposal to ensure that Moray College retains local control of the building. UHI would own the building and underwrite the Project whilst leasing the building to the College at a peppercorn rent. Confirmation not yet confirmed from UHI F&GPC.</p> <p>Heads of Terms may be postponed due to risk of Coronavirus.</p> <p>Miss McInnes raised concerns over funding for the Project Manager - jointly funded by HIE and SIF funding but not yet received. Concerns raised over an impact on the future of the Moray Growth Deal. Further discussions intimated that the assistance of Board members could be utilised, with the experiences of certain members proving invaluable to assist with the project.</p> <p>In response to other questions Mr Patterson advised that a new Health and Safety officer is being sought and interviews are to be conducted shortly. There are no current plans to seek to</p>		

	employ a replacement Estates Manager at this time.		
Action	Board members to be utilised as appropriate to assist the Principal over the next month offering technical expertise	Board members	ASAP
Action	MGD to be on Agenda for 24 March Board meeting.	CF	24-3-2020
F.20.01.07	Financial Forecast Return		
7.1	This item is reserved and the Minute held in confidence.		
7.2	(i) Managements Accounts to 31 January 2020		
	This item is reserved and the Minute held in confidence. The committee discussed the various points raised in the report from Miss McInnes. These are also to be presented to the Board of Management at their next meeting on 24 March.		
ACTION	Update Board of Management on FE figures.	DP	
ACTION	Present the Financial Position to Board of Management.	SM	
F.20.01.08	Managing Finance across UHI		
8.1	Miss McInnes provided an overview of a paper from UHI F&GP proposing shared finance services. FERB have already been presented with this. Concerns raised that not all FDs on board with proposals. Moray College's position is generally supportive of proposal; however, business case has not been made.		
Action	M Easton to follow up with Moray position and circulate	ME	ASAP
F.20.01.09	Estates Update		
9.1	Mr Duncan provided overview of his report which highlighted some of the extremely challenging issues that the College has had to face in relation to maintaining its estate over the past few weeks in particular the main AGBC issues.		
ACTION	Redact suppliers' names from papers prior to publication.	CF	
F.20.01.10	Policies due for review		
10.1	Policies related to Finance are still currently under review and a work in progress.		
RESERVED ITEMS			
20.01.11	Draft Reserved Minutes of Finance and General Purposes meeting held on 26 November 2019		

11.1	This item is reserved and the minute held on confidence.		
F.20.01.12	Reserved Matters Arising of Finance and General Purposes Committee meeting held on 26 November 2019		
12.1	This item is reserved and the minute held in confidence.		
F.20.01.13	Update on the 19/20 Budget and 4 Year Financial Plan		
13.1	This item is reserved and the minute held in confidence.		
F.20.01.14	Update on 20/21 Budget		
14.1	This item is reserved and the minute held in confidence.		
F.20.01.15	Risk Register		
15.1	This item is reserved and the minute held in confidence.		
F.20.01.16	Date of next meeting – 9 June 2020		