



Meeting of the Finance and General Purposes Committee

Meeting to be held
On Tuesday 9 June 2020
At 1330 by Skype

A G E N D A

Number	Item	Presented By	Action Required: Decision, Discussion, For Noting
F.20.03.01	(i) Resignations	C Fair	Noting
	(ii) Appointments		
F.20.03.02	Apologies for Absence	C Fair	Noting
F.20.03.03	Any Additional Declarations of Interest including specific items on this Agenda	M Easton	Noting
F.20.03.04	Draft Minutes of Special Finance and General Purposes Committee meeting held on 21 April 2020	M Easton	Decision
F.20.03.05	Draft Matters Arising/Action Sheet from Special Finance and General Purposes Committee meeting held on 21 April 2020 *	C Fair	Noting
F.20.03.06	Quarter 3 Management Accounts *	S McInnes	Discussion
F.20.03.07	Updated FFR 2019-2020 *	S McInnes	Discussion
	(i) Cashflow		
F.20.03.08	Draft Budget 2020-21	S McInnes	Discussion
F.20.03.09	Risk Register	S McInnes	Noting
F.20.03.10	Aligned Finance Service	S McInnes	Noting
F.20.03.11	Emerging Issues		
F.20.03.12	Estates Update	D Duncan	Noting
RESERVED ITEMS			
F.20.03.13	Draft Reserved Minutes of Special Finance and General Purposes Committee Meeting held on 21 April 2020 *	M Easton	Decision

Agenda F&GP Meeting 9-6-2020

F.20.03.14	Reserved Matters Arising of Special Finance and General Purposes Committee Meeting held on 21 April 2020 *	C Fair	Noting
F.20.02.15	Date of next meeting – 8 September 2020	C Fair	Noting

**Finance and General Purposes Committee
Draft Minutes of Special Meeting held on
Tuesday 21 April from 1530 by Skype**

Present:

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

In Attendance:

Deborah Newton
Shelly McInnes
Carolyn Thomson
Cathie Fair (Clerk)

Item		Action	Date
F.20.02.01	(i) Resignations		
1.1	There have been no resignations received.		
	(ii) Appointments		
1.2	There were no new appointments to the Committee in this period.		
F.20.02.02	Apologies for Absence		
2.1	Apologies were received from Mr Jim Knowles, Mr Nathan Sanderson, and Mr Joe Bodman.		
F.20.02.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no additional declarations of interest.		
F.20.02.04	Draft Minutes of Finance and General Purposes Committee Meeting held on 10 March 2020		
4.1	The minutes were accepted as a true record and approved by the Committee: Proposed: Rosemary McCormack Seconded: Murray Easton		
F.20.02.05	Matters Arising/Actions Sheet from F&GP Meeting held on 10 March 2020		
5.1	All Actions were now confirmed as having been completed.		
RESERVED ITEMS			
20.02.06	Draft Reserved Minutes of Finance and General Purposes meeting held on 10 March 2020		

6.1	This item is reserved and the minute held in confidence		
F.20.02.07	Reserved Matters Arising of Finance and General Purposes Committee meeting held on 10 March 2020		
7.1	This item is reserved and the minute held in confidence.		
F.20.02.08	Emerging Issues		
8.1	This item is reserved and the minute held in confidence.		
F.20.02.09	Updated FFR 2019-20		
9.1	This item is reserved and the minute held in confidence.		
F.20.02.10	Staffing Paper - Financials		
10.1	This item is reserved and the minute held in confidence.		
F.20.02.11	Date of next meeting – 9 June 2020		

Aligned Finance Service

This note describes the purpose of the work to create an aligned finance service for the UHI partnership. Once agreed by the project board it will be shared more widely as we develop the other aspects of the project.

- **The prime aim is to align the way that the finance teams across the partnership work to better enable the effective development of comparable aggregate financial information and a joined-up financial strategy for the partnership.** This will allow the key decision-making bodies in the partnership - the partnership council, the university court and its committees – access to prompt and robust financial information and strategic advice.

The key areas where will focus on are:

- Understanding of the financial health of partners
- Development of strategies for mitigation of financial issues – in the immediate future particularly in relation to responding to the consequences of the covid-19 pandemic.
- Input into major strategic changes such as the curriculum review and the review of the resource allocation method.
- Financial forecasting across the partnership

This will be done in a way that does not impair the ability of the finance staff to support their individual partners and advise their principal and board.

- **Improved influence for finance service.** Alignment of the finance teams to provide better information, planning and strategy will strengthen the voice of the finance professionals across the partnership in advice to the partnership council and the non-executive committees. The professional lead for the aligned service will have increased influence though bringing the unified advice and data from the finance teams across the partnership. This will allow the partnership council and the non executives to get a clearer view of the financial circumstances of the partners and any allow a coherent, partnership- wide response.
- **Resilience.** By increasingly operating to common systems and standards it will be easier for teams to assist each other across the partnership. This will also allow smaller teams to share expertise or temporary support that might be located elsewhere in the partnership.
- **Efficiency.** By operating as a single service, over time, as changes are made in individual teams, we may be able to provide the services to the partners and the partnership with fewer staff.



Committee:	F&GP			
Subject/Issue:	Estates Update			
Brief summary of the paper:	Regular update on estates matters.			
Action requested/decision required:	For noting.			
Status: <i>(please tick ✓)</i>	Reserved:		Non-reserved:	✓
Date paper prepared:	8 th June 2020			
Date of committee meeting:	9 th June 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>	YES – significant use of capital and BLM 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.			

Introduction

The College campuses have been in lockdown since Friday 20th March, bringing almost all work on site to a halt. Key projects are highlighted later in this paper.

Regular site checks continue to be performed by the Site Assistant team who remain on-call 24x7 during lockdown. The closure of contractors has meant that only limited work (including pest control) has taken place on-site since March.

The Strategic Leadership Team (SLT) has commenced high-level planning for re-opening of the College, in line with Scottish Government and sector guidance. An estates workstream is focussing on high-priority site safety issues to ensure staff can return to the site to implement physical changes to support safe social distancing across the estate. Other workstreams focus on the safe restart of learning and teaching and all support services.

Damage to AGBC Building 5th June 202

On Friday 5th June 2020, a lawn mower operated by a sub-contractor collided with the north side of the AGBC building, resulting in damage to an external feature brick wall and the cladding system above at first floor level. The employee was uninjured and an initial inspection has confirmed that the damage was not structural.

The cost of repairs will be covered by the sub-contractor's insurance and an estimate is being prepared by Darroch and Allan, who responded to the incident and installed safety fencing.

Estates Routine Repairs and Testing

College contractors are in the process of being contacted to re-start work following the easing of Covid-19 lockdown restrictions. A brief summary is provided in the table below:

Issue	Contractor	Current Status and work planned
Water hygiene testing	IWS Water Hygiene	Weekly water flushing continues on site. IWS will be on-site on 17 th June to carry out sampling.
Electrical distribution board testing	McDonald and Munro	Awaiting confirmation of dates for work to commence.
AGBC smoke ventilator system - confirm fault and annual service check.	Colt Group	Service scheduled for June 16 th - known damage to one hatch will require further repairs.
Fire Detection System annual inspection.	Moray Fire	Awaiting confirmation of re-engagement, date to be confirmed. Fire extinguisher testing requirements are being reviewed and a contractor will be assigned in due course.
P-Wing Intruder Alarm Sensor fault	Northern Security Services	Fault reported in P-Wing following two out of hours calls to alarm activations. Date to be confirmed.
Lift repairs	Orona	Essential repairs found during recent scheduled inspection. Purchase order raised, awaiting confirmation of date for repairs.
Fire door replacement	Darroch and Allan	Minor repairs identified in fire risk audit replace Beechtree Kitchen, Refectory and Salon G6 fire doors.

Issue	Contractor	Current Status and work planned
		Awaiting final quotation – D&A carried out inspection on 3 rd June.
HVAC external cleaning	Tbc	External cleaning of HVAC systems highlighted during air quality testing.

Capital and BLM Funding – Projects still to be completed

The following work was planned for March – July 2020, but needs to be re-planned due to the site closure:

Issue	Contractor	Current Status and work planned	Estimated Value
Roof Repairs	Faskin Group Graham and Sibbald	Phase 2 to be planned (contractor in place) Phase 1 successfully completed 20 th March 2020 (Grange Wing and Birnie Wing walkway).	£39K
G013 Replacement Lighting	McDonald and Munro	Quotation received prior to lockdown. Lighting system requires replacement, date to be confirmed with McDonald and Munro.	£6K
Quadrangle Guttering repair and replacement (including C120)	Tbc	Essential repairs to Culbin Wing (south) and Grange Wing (east) guttering.	£8K
Victoria Art full survey and repairs	Various - tbc	Market value survey required. Various repairs internally and externally to the Victoria Art building (Grade B Listed).	£10K
Fire Risk Assessment Works	Tbc	Key areas from fire risk assessment which require external advice: 1) Fire insulation works to AGBC power distribution room. 2) Review of the AGBC atrium smoke ventilation system design in response to survey findings. 3) Re-routing of the C-Wing plant room air duct extraction system to Culbin Wing north wall.	£35K

Other works not in the original BLM Plan for 19/20, but will need consideration (note some are insured):

Issue	Contractor	Current Status and work planned	Estimated Value
Mortar repairs to boiler house chimney (decommissioned)	Northern Steeplejacks	Quote received for repairs following survey. Date for works to be confirmed.	£6K

Issue	Contractor	Current Status and work planned	Estimated Value
AGBC storm damage repairs	tbc	Structural engineer to be sourced to manage repairs.	Insured.
AGBC signage repair /replacement	tbc	Contractor to be sourced to either re-instate or replace sign.	tbc
Asbestos consultancy	tbc	Consultancy to plan and prepare tender for removal of asbestos.	tbc
Laundry re-purposing following fire.	tbc	To repurpose the laundry as a general store.	Insured
AGBC external wall damage.	Darroch and Allan	To re-instate the damaged wall and cladding.	Insured (3 rd party)