

**Finance and General Purposes Committee
Minutes of Meeting held on
Thursday 25 November 2021
At 0930 hours by Teams**

Present:

Murray Easton (Convener)
David Patterson
Rosemary McCormack

Peter Graham (until 11am)
Caroline Webster
Caelum Leese

In Attendance:

Shelly McInnes
Derek Duncan (for item 8 only)
Elaine Sutherland (Clerk)
Lyndsey Gould (minutes)

Item		Action	Date
FGP.21.03.01	(i) Resignations		
1.1	There were no resignations.		
	(ii) Appointments		
	There were no appointments.		
FGP.21.03.02	Apologies for Absence		
2.1	No apologies were received.		
2.2	It was agreed that a key to the star * symbols used in the agenda be included in future. Providing there is consistency across all meeting agendas, it be left to the Clerk to decide which system is best for Moray College.	ES	ASAP
2.3	It was agreed to introduce a system to distinguish agenda items for discussion from those that are for awareness that do not necessarily need to be discussed.	ES	ASAP
2.4	It was agreed that papers for the awareness of members should not be held up for inclusion on meeting agendas but circulated when they are ready.	DP/SM/DD/ ES	As required
FGP.21.03.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no additional declarations of interest.		
FGP.21.03.04	Draft Minutes of meeting held on 16 September 2021		
4.1	Subject to minor revisions, the minutes were accepted as an accurate record of the meeting. Proposed: Peter Graham Seconded: David Patterson		

FGP.21.03.05	Matters Arising/Action Sheet from meeting held on 16 September 2021		
5.1	All actions were either complete or on the agenda, with the exception of the undernoted:		
5.2	It was agreed to add the Draft Outcome Agreement/Funding Letter as an agenda item for the Board's December meeting.	ES/SM	Board meeting 16-12-21
FGP.21.03.06	Emerging Issues		
	(i) Update on student enrolments for 2021/22		
6.1	HE numbers have improved, so we should hit our HE budgeted target more or less, although this was short of our own internal target. Unfortunately, this will have no impact on our FFR. At 14,000 credits we are still significantly short of our FE target of 19,000 credits but the semester 2 offer is currently being finessed and it is predicted that we will finish around 17,000. This picture was similar across Scotland; the Finance Directors Network were applying pressure on SFC not to take a hard line on clawback.		
6.2	Rosemary reported that, at yesterday's UHI Court meeting, it was confirmed that some form of clawback will happen with HE. It was noted that this will not directly affect us, if we are at our budgeted target because we get paid for what we deliver.		
	(ii) 2020/21 Statutory Accounts		
6.3	The audit of the statutory accounts does not start until the first week in January, hence there is no update from EY. The audit will be conducted by a new team based in Glasgow. It is still not clear if Audit Scotland have approved the delay in the submission of the accounts.		
	(iii) Court F&GP Feedback		
6.4	The TechOne accounting system is being implemented at EO but there are still significant teething problems that will need to be addressed before further roll-out across the partnership.		
6.5	It was noted that academic partners were taking different approaches to their FFRs and that Murray had requested the use of common forecasting assumptions for FFRs.		
	(iv) MGD Legal Advice RESERVED		
6.6	This item is reserved, and held in confidence.		
	(v) HMI Progress Visit		
6.7	David gave a brief update on the outcome of the progress visit by the HMI team, which was largely positive. The visit had focused entirely on the College itself, rather than in the context of the wider partnership.		

6.8	Murray commented that there appears to be no external oversight of the partnership, as a whole, and he indicated that he may raise this issue with the Board.	ME	16-12-21
FGP.21.02.07	Q1 Management Accounts RESERVED		
7.1	Discussion on this item was rolled into that on the FFR Commentary (item F21.05.15). It is therefore reserved, and the minute held in confidence.		
FGP.21.02.08	Estates Capital and Back Log Maintenance Spend Plan		
8.1	Derek gave a brief report on the estates plan, which had been firmed up since the last meeting. The plan included seven projects, which were in line with the original priorities of the condition survey. He outlined the main issues relating to each project.		
8.2	The work planned for the Beechtree Restaurant was discussed in some detail. Derek confirmed that Hospitality is still considered to be core provision and key to the sustainability of the College. The facility must be fit for purpose, however, if we are to attract custom. Forecast income for the Beechtree had been reduced; we will get some, but it is unclear how much as the team's plan for re-opening has still to be finalised.		
Action	Derek to supply a one-page summary with 2-3 key issues for the next meeting of the Committee.	DD	FGPC Meeting 10-03-22
FGP.21.02.09	Finance and General Purposes Annual Report to the Board for 2020/21		
9.1	Murray would draft the FGPC annual report in the coming days and send it round for comment, before sending to the Clerk for the next Board meeting.	ME	ASAP
FGP.21.03.10	Annual Procurement Report		
10.1	It was noted that the annual procurement report from APUC had just been received.		
Action	Shelly agreed to send it to members, for information, once she had assimilated it.	SM	ASAP
FGP.21.03.11	Policies Due for Review		
	(i) Financial Regulations (amended 2021)		
11.1	Shelly indicated that the amended financial regulations contained no significant updates except that some responsibilities had been delegated to the new Deputy Principal post. She asked members to read the amended document and let her know, if they had any concerns.	All members	
11.2	In response to a query regarding the reference to the Building Committee, Shelly explained that it is a sub-committee of FGPC, whose responsibilities have been subsumed by FGPC, until such time as it merits being re-established e.g. with the development of a new campus. Thereafter, it was agreed to revise the document to make this clear.	SM	

Action	Subject to the amendment in para 11.2 above, Shelly indicated that the policy would be deemed to have been approved, unless she received any further comments by Friday, 3 December.	All members	
11.3	Caroline suggested that the FGPC should hold an annual meeting dedicated solely to the discussion of estates matters.		
11.4	Caroline and Derek to agree on the date for the special meeting to be held in the new year in the context of the Strategic Planning process.	CW/DD	
	(ii) Process for FGPC policies to be reviewed in session 2021/22		
11.5	Shelly proposed to work offline on the seven FGPC policies due for review this year and to take members' comments by circulation. Final drafts would then be recirculated for approval, as and when they are ready, rather than waiting to a subsequent meeting.	SM	
F.21.03.12	Date of next meeting – 17 February 2022		
RESERVED ITEMS			
F.21.03.13	Draft Reserved Minutes of F&GP Meeting held on 16 Sept 2021		
13.1	This item is reserved, and the minutes held in confidence.		
FGP.21.03.14	Reserved Matters Arising/Actions from F&GP Meeting held on 16 Sept 2021		
14.1	This item is reserved, and the minutes held in confidence.		
F.21.03.15	FFR Commentary		
15.1	This item is reserved, and the minutes held in confidence.		
F.21.03.16	Risk Register		
16.1	This item is reserved, and the minutes held in confidence.		
	<i>The meeting closed at 12:05.</i>		