



Finance and General Purposes Committee
Draft minutes of meeting held on
Thursday 8 December 2022, 1.30 pm by MS Teams

Present: Ben Cookman (Convenor)
Peter Graham
Veronica Borseth (HISA Representative)
Caroline Webster

In attendance: Shelly McInnes
David Patterson
Derek Duncan
Elaine Sutherland (Clerk)
Eleanor Melton (Minutes Secretary)

		ACTION	DATE
F.22.04.01	(i) Resignations		
1.1	There have been no resignations received.		
	(ii) Appointments		
1.2	There were no appointments.		
F.22.04.02	Apologies for Absence		
2.1	Apologies for absence have been received from Aaron Wappler.		
F.22.04.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no declarations of interest.		
F.22.04.04	Draft minutes of Finance and General Purposes Committee meeting held on 15 September 2022		
4.1	The minutes of the Finance and General Purposes meeting held on 15 September 2022 were accepted as a true and accurate record and approved by the Committee: Proposed: Ben Cookman Seconded: Peter Graham		
F.22.04.05	Draft Matters Arising/Actions from Finance and General Purposes Committee held 15 September 2022		
5.1	All matters/actions were noted as complete.		
F.22.04.06	Emerging Issues		
	(i) Operational Plan 2022/23 with RAG rating and new KPI Dashboard		
6.1	At the previous meeting of this committee, it was requested that RAG ratings were included within the Operational Plan, this will be delivered following the mid-year review in February. The other request was to provide measurable outcomes.		

	<p>David provided a brief explanation of what is being proposed, these all being outlined within the papers provided. Specific measurables are highlighted on the dashboard.</p> <p>We reference against the national average and aim to improve on that year on year. One of the issues in doing this is that data isn't released prior to January/February, therefore making it difficult for the current year.</p> <p>Members queried the link between the Operational Plan and the dashboard, what would be the proposal for reporting to the Board? David was unsure on how beneficial it would be, linking to the strategic plan but there may be a gap that needs to be looked at. Members were all in agreement with how it is looking currently and the proposals for moving forward.</p>		
	<p>Peter requested an update on MAATIC, David explained that a full update will be provided at the Board meeting, however, there is a meeting due to be held with both governments.</p> <p>It was agreed that future MAATIC updates be provided to this committee.</p>		
F.22.04.07	Financial Update		
	(i) Q1 Management Accounts and Forecast outturn for FY 2022/23		
7.1	<p>The accounts are presented as per the pre-read papers, with no changes since then.</p> <p>The one material point of uncertainty relates to pay and salaries, which could (and likely will) change significantly, based on the outcomes of pay claims and job evaluation, as well as union negotiations.</p> <p>There is thought to be no in-year financial impact from academic strikes, but this will continue to be monitored.</p> <p>The process of accounts submission was explained: individual accounts are submitted to EO and subsequently compiled and presented to UHI Court.</p> <p>Members questioned what financial input is being awaited. David explained that nationally, budgets will not be announced until the new year. There are discussions being had within the college, including initiatives relating to UHI2024.</p> <p>Full discussions will be had at the full board meeting.</p>		
F.22.04.08	Estates Updates		
	(i) Estates Capital and Back Log Maintenance Spend Plan		
8.1	<p>A paper has been provided for noting. Derek supported this with a brief update. Spending is currently very reactive; however, this is being monitored.</p> <p>The facilities team, with support from contractors, are doing everything possible to ensure there are no major problems.</p> <p>Caroline noted the time being taken by Derek, out with his day job, to ensure everything is moving forward smoothly.</p>		
F.22.04.09	Finance and General Purposes Annual Report to the Board for 2021/22		
9.1	<p>The annual report will be prepared by Shelly, to be presented at the next full board meeting.</p>		

F.22.04.10	Annual Procurement Report		
10.1			
F.22.04.11	Policies Due for Review		
	(ii) Local Information Security Policy		
11.1	Included within the papers. Noting the discussion at the previous FGPC meeting, the committee approved the policy as presented.		
F.22.04.12	Date of Next Meeting		
12.1	9 March 2023		
Reserved Items			
F.22.04.13	Draft Reserved Minutes of Finance and General Purposes Committee Meeting held on 15 September 2022		
13.1	This item is reserved, and the minute held in confidence.		
F.22.04.14	Reserved Matters Arising of Finance and General Purposes Committee Meeting held on 15 September 2022		
14.1	This item is reserved, and the minute held in confidence.		
F.22.04.15	Draft Annual Statutory Accounts 2021/22		
15.1	This item is reserved, and the minute held in confidence.		
F.22.04.16	Review of External Auditors Annual Report		
16.1	This item is reserved, and the minute held in confidence.		
F.22.04.17	Emerging Issues		
	(i) Financial Challenges		
17.1	This item is reserved, and the minute held in confidence.		
F.22.04.18	Risk Register Update		
18.1	This item is reserved, and the minute held in confidence.		
	<i>Meeting closed at 14.20pm</i>		