

FINANCE AND GENERAL PURPOSES COMMITTEE
Draft Minutes of meeting held on
Thursday 8 June 2023
At 1.30pm in the Boardroom and via MS Teams

Present:

Ben Cookman (Convener)
 David Patterson
 Jamie Wilson
 Caroline Webster
 Rebecca Dewis (Teaching Staff Member)

In Attendance:

Shelly McInnes (Officer)
 Derek Duncan
 Nigel Kirby (Minutes)

Item		Action	Date
F.23.02.01	(i) Resignations		
1.1	There were no resignations.		
	(ii) Appointments		
1.2	There were no appointments. It was noted that a HISA representative could no longer attend given the changes to their terms and conditions but would resume next academic year.		
F.23.02.02	Apologies for Absence		
2.1	Apologies for absence have been received from Eleanor Melton, Clerk to the Board of Management.		
F.23.02.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no declarations of interest.		
F.23.02.04	Draft minutes of Finance and General Purposes Committee meeting:		
	(i) Meeting held on 10 March 2023		
4.1	The minutes of the Finance and General Purposes meeting held on 10 March 2023 were accepted as a true and accurate record: Proposed: Jamie Wilson Seconded: Caroline Webster		
F.23.02.05	Draft Matters Arising/Actions from Finance and General Purposes Committee held 10 March 2023		
5.1	FGP.23.01.06 6.2 to be discussed under item 10.		
5.2	FGP.23.01.08 8.1 as agreed, policies were approved via email.		

F.23.02.06	Financial Position		
	(i) Management Accounts to 30 April 2023 and estimated full-year out-turn		
6.1	<p>Shelly updated the committee on additional income totalling £4m across the partnership, related to ESIF funding, which had been made available to partners following the mid-year RAM out-turn process. It was hoped we would receive the funding in July as part of the core grant. Our end of year return to the SFC would have to explain the positive variance. Another slight variance was £52k of Just Transition income, which would be offset largely by expenses related to developing new curriculum.</p> <p>There had been some further savings related to staff costs through attrition, but these had been offset by ongoing cost inflation. These increased operating costs were largely made up of construction curriculum purchases and rolling estate maintenance and repairs.</p> <p>Our current assumptions were based on the outcome of ongoing pay disputes being a £2,000 for Academic Year 2022/23 and a further £1,500 in 2023/24. The EIS-FELA were seeking a consolidated, flat-rated pay rise of £7,000 over 2022/23 and 2023/24. UNISON, Unite and GMB were seeking a £5,000 pay increase for all college support staff in 2022/23.</p>		
F.23.02.07	Draft Financial Forecast Return for UHI* (RESERVED)		
7.1	This item is reserved, and the minute held in confidence.		
F.23.02.08	Estates Update		
8.1	<p>A report was submitted and supported by Derek. The report included updates on estates projects for 202/23 priorities for 2023/24. The proposed capital and backlog maintenance funding allocation was taken to Partnership Council this week. Of the outstanding projects there were some minor faults to be resolved as part of the Birnie Wing roof deck replacement, the contract for the new automatic fire detection system had been signed, and the repairs and external works at the Victoria Art building were due to complete this week. It was expected that a full schedule of projects with anticipated costings and multi-year cost estimates for ongoing projects would be made available for the next meeting.</p> <p>There was a huge agenda in terms of sustainability alongside planned rather than just reactive maintenance. The scale of conditional maintenance meant that there was a lack of capital investment in curriculum areas particularly around ICT equipment, so it was crucial to strike a balance.</p>		
ACTION	Derek to draft a schedule of estates projects for 2023-24 with projected costings	Derek	Next Meeting
F.23.02.09	Policies Due for Review		
9.1	(i) UHI Partnership Records Retention and Disposal Policy		
	The proposed partner-wide policy had adopted the JISC document management framework and contained all known record types, how long they should be kept and what happened at the end of that period. Local policies would be drafted for each area and there were some aspects of shared data that required cross-partner collaboration.		

F.23.02.10	Risk Register Review		
10.1	There were minor changes to the register related to Employee Relations/ Industrial action as both the teaching and support unions had indicated action short of strike affecting resulting and progression. The pay dispute was unlikely to be resolved prior to the summer break. It was possible there would be strike action at the start of the next session.		
F.23.02.11	Moray Growth Deal		
	(i) MAATIC Update		
11.1	David updated the committee, the FBC was almost complete pending confirmation of location and the offer from Boeing. Pick Everard had completed a site feasibility report looking at all the potential sites. At the last meeting the Boeing representative had explained the challenges including senior management changes and costs which may have to be passed on to the Project. The Project was prepared to absorb some financial outlay if it meant securing the partnership agreement.		
F.23.02.11	Moray Growth Deal		
	(ii) BeHub Update		
11.2	David reported that the Project Manger had met recently with Lisa Nairn from the Adam Family Trust who were reviewing their commitment to the Project. David had requested a meeting with Sandy Adam to understand the issue. We had received a draft legal agreement from Moray Council related to the development of the site. It had been made clear from our legal advisors that the agreement could not be signed as all of the financial risk had been placed on the college. The time pressure to submit the full business cases to our governance structures by the end of the month now looked unlikely.		
F.23.02.12	Emerging Issues		
	(i) Committee Plan and Schedule 2023-24		
12.1	Members agreed to adopt the proposed schedule of meetings for 2023-24. It had previously been agreed to defer the question regarding committee effectiveness until the committee was more established so the review timing would be confirmed with the Clerk.		
F.23.02.13	Date of next meeting		
13.1	14 September 2023		
	<i>Meeting closed at 2.50pm</i>		