



**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Draft Minutes of meeting held on**  
**Thursday 14 September 2023**  
**At 9.30am in the Boardroom and via MS Teams**

**Present:**

Ben Cookman (Convener)  
 David Patterson  
 Derek Duncan  
 Caroline Webster

**In Attendance:**

Alex Hastings (Minutes)  
 Eleanor Melton (Clerk)  
 Shelly McInnes (Officer)  
 Rebecca Dewis  
 Jamie Wilson

Item		Action	Date
<b>F.23.03.01</b>	<b>(i) Resignations</b>		
1.1	There have been no resignations received.		
	<b>(ii) Appointments</b>		
1.2	There have been no new appointments.		
<b>F.23.03.02</b>	<b>Apologies for Absence</b>		
2.1	There have been no Apologies for absence received.		
<b>F.23.03.03</b>	<b>Any Additional Declarations of Interest including specific items on this Agenda</b>		
3.1	There were no additional Declarations of Interest.		
<b>F.23.03.04</b>	<b>Draft minutes of Finance and General Purposes Committee meeting:</b>		
	<b>(i) Meeting held on 8 June 2023</b>		
4.1	The minutes of the Finance and General Purposes meeting held on 8 June 2023 were accepted as a true and accurate record: Proposed: Jamie Wilson Seconded: David Patterson		
<b>F.23.03.05</b>	<b>Draft Matters Arising/Actions from Finance and General Purposes Committee held 8 June 2023</b>		
5.1	All actions were noted as complete or included on today's agenda.		

<b>F.23.03.06</b>	<b>Management Accounts to 31 July 2023</b>		
6.1	<p>Shelly supported the papers provided. Explaining that we are currently going through an Audit and the 4 Quarters have been published.</p> <p>Shelly reported that the expenditure in operating costs has accrued a positive variance – driven by the reduction in teaching materials required, this due to there being fewer students enrolled than was originally forecast. This raised discussions on funding from RSB which is based on the number of students enrolled <b>and</b> a block grant basis, as clarified by David.</p> <p>Following on from FGP Committee Meeting held on 8 June, the final offer to Academic and Support staff from employers (£2,000 per FTE) has been accrued in the year end management accounts. This offer remains unfunded by the Scottish Government and has not yet been accepted by the staff.</p> <p>Shelly stated that without the increase in staff costs, the college would have broken even for the year.</p>		
<b>F.23.03.07</b>	<b>Budget Update 2022-23 - Verbal</b>		
7.1	<p>Currently reporting a £2.9m underlying cash deficit – reporting this was a requirement in advance of a request for funding from Scottish Funding Council.</p> <p>2022/23 position was stated as being in breach of the funding agreement.</p>		
<b>F.23.03.08</b>	<b>Estates Update</b>		
	<b>(i) Estates Update</b>		
8.1	<p><u>RAAC</u></p> <p>A report was provided and supported by Derek. The report includes details on the confirmation of RAAC within Speyside Wing, which is a major emerging issue, the College has contracted a surveying company – Pick Everard - to provide further advice, along with updates on Estates projects for year 23-24 and the impact RAAC may have on these. Pick Everard have confirmed that there is no record of RAAC being used in any other building across the campus, with Linkwood Campus to be surveyed on Friday 15 September. Further assessments will be carried out to ensure the previous survey information is accurate.</p> <p>The Scottish Fire and Rescue Service visited the campus on 7 September to consider the implications of the RAAC roof should any emergency response be required. Amongst the closure of staff offices and classrooms, Derek highlighted the issue of the central IT communications room being located in</p>		

	Speyside Wing. As a mitigation, an additional back-up high-speed Internet connection has been ordered to supplement the current low-capacity back-up line. This will provide additional redundancy through another building. In terms of funding this, Derek detailed that an initial request for emergency funding from The Scottish Funding Council will likely need to be lodged to afford the work needed.		
8.2	<p><u>Estates Projects 2023/24</u></p> <p>Derek introduced the considerable amount of Estates work completed during the summer break. This has been included within the Estates report.</p> <p>Derek noted issues resulting from smoking and vaping off-campus as we have received 2 complaints from nearby residents. Staff are engaging with students to help raise awareness of this issue, but <b>more targeted work is required</b>.</p> <p>Derek raised for discussion the need for an upgrade of PCs across the Estate, with PCs around 10 years old. Hewlett-Packard provide 5 years of support then usual expectation is that PCs are upgraded.</p> <p>Action to conduct a survey on utilisation of desktops, with a consideration of laptops instead. Derek detailed that we are currently conducting surveys on the usage of the Estate so this will cover PC usage in addition.</p> <p>Ben Cookman advised that we need to consider the re-categorisation of Estates update for the Full Board meeting on 21<sup>st</sup> September. Action to create a priority list on what work is needed done and what is a project for 23/24.</p>		
	<b>(ii) Capital and Backlog Maintenance Plan</b>		
8.3	<p>As a result of the discovery of RAAC within the Speyside building, Derek explained the resource implications of the work needed, which will require a significant use of capital and backlog funding.</p> <p>This may also require emergency funding from SFC. RAAC is affecting decisions for the prospective year and until the full survey is published, the extent of costs remains unknown.</p>		
<b>F.23.03.09</b>	<b>Risk Register Review*</b>		
9.1	<p>The following risks have become issues since the previous Committee meeting;</p> <p><b>Risk 14 - College does not achieve allocated HE student number targets.</b></p> <p>The drop in HE numbers for academic year 2023/24 equates to a significant decrement to the FY 2023/24 budget. Significant action is currently being worked on by the SLT.</p> <p><b>Risk 27 – Poor Employee Relations/ Industrial action</b></p>		

	Both unions – EIS-FELA and Unison have commenced industrial action, with the first date of joint strike being 7 September.		
<b>F.23.03.10</b>	<b>Moray Growth Deal - Verbal</b>		
	<b>(i) MAATIC UPdate</b>		
10.1	David updated the committee, since last FGP meeting, the MAATIC FBC was due to be presented at UHI court. However, David stated there was a lack of time to discuss this, and a special meeting of court has been arranged to discuss this next week.		
<b>ACTION</b>	David to provide an update at next meeting of FGP	<b>DP</b>	<b>Next meeting</b>
	<b>(ii) BeHub Update</b>		
10.2	David reported that the BeHub FBC has been submitted to both Governments but has received no feedback as yet.		
<b>RESERVED ITEMS</b>			
<b>F.23.03.11</b>	<b>Draft Reserved Minutes of Finance and General Purposes Meeting held on 8 June 2023*</b>		
11.1	This item is reserved, and the minute held in confidence.		
<b>F.23.03.12</b>	<b>Emerging Issues</b>		
	<b>(i) Update to FY 2023/24 budgeted out-turn and cashflow – Verbal</b>		
12.1	This item is reserved, and the minute held in confidence.		
	<b>(ii) Changes required to Recovery Plan - Verbal</b>		
12.2	This item is reserved, and the minute held in confidence.		
<b>F.23.02.13</b>	<b>Date of next meeting</b>		
13.1	28 November 2023		
	<i>Meeting closed at 10.55am</i>		