GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT

FINANCE AND RESOURCES COMMITTEE

MINUTE

Minute of the meeting of the Finance and Resources Committee held on Tuesday 07 September 2021 at 5pm via Microsoft Teams

1. Sederunt

L Birch (Chair);
D Smeall (Principal);
I Patrick;
M Allison;
H McNeil; and
Stephen Birrell

In Attendance

J Evans (Vice Principal);
L Clark (Director of Corporate Services);
D Shiels (Director of Human Resources);
A Carr (Head of Finance);
L Ellison;(Secretary to the Board of Management)
M Robertson (for recording purposes)

2. Apologies

Apologies were received from Rob Doyle.

3. Terms of Reference

It was confirmed that the meeting was quorate.

4. Declarations of Interest

There were no declarations of interest noted by members.

5. Minute of the previous meetings held on 11 May 2021

The minutes for the above noted meeting were accepted as an accurate record of the business conducted on 11 May 2021.

6. Matters arising from the Minute of the Previous Meeting held on 11 May 2021

The Chair noted the action from the Board of Management meeting regarding the format of the minutes of the Finance and Resources Committee; the format of the minutes should include a balance of discussion and actions.

7. Correspondence

a) Scottish Funding Council Accounts Direction for Scotland's Colleges 2020-21

Members noted the content of the correspondence provided for information.

b) Scottish Funding Council Additional Funding for Colleges in FY 2020-21

The Chair asked for clarification in regard to the amount of additional funds that had been received. The Vice Principal Operations advised the College had received £694,000 additional funding. She added that the additional funding template was due to be returned to the Scottish Funding Council (SFC) on 15 September 2021 and that the template would be shared at the next Finance and Resources Committee meeting on 30 November 2021.

Action: Share SFC Additional Funding Template with members of the Finance and Resources Committee meeting being held on 30 November 2021 – Vice Principal Operations

8. Finance Report – NIPD

The Vice Principal Operations took members through the content of the report that sought to provide members with a comprehensive finance update.

J Evans took members through the report including:

- Executive Summary
- Projected Financial Outturn to 31 July 2021
- Funding from the Arm's Length Foundation
- Management Accounts at 30 June 2021
- Debt at 31 July 2021
- Student Support Funds
- Cash
- Financial Forecast Return 2019/20 to 2021/22

The Chair thanked the Vice Principal Operations for the report. She noted the explanation of the cash balance and added this was extremely helpful and invited comments and questions from members.

In response to a question related to the need for holding 15-25 days cash, J Evans informed that there were times earlier in the year where the College could have been placed in an awkward position and stated that the increased underlying cash flow affords a bit of leeway. Members noted they were content provided there is no increase to fundable business and, if the College has a surplus, it can be transferred to the ALF.

A Carr responded to a question related to departmental costs and the reason behind Finance departments carrying a small deficit. He advised that this was due to VAT repayments which should have been received from HMRC and also the decision to bring in a staff member to strengthen the Finance team; this staff member had proved to be an excellent addition.

The Principal noted that the fluctuations in figures were small compared with other Colleges and this had been an incredible achievement considering the landscape over the period.

J Evans highlighted that the main commercial variance at year-end was Skills Development Scotland (SDS).

A Carr advised that debts were current and, in terms of bad debt provision, an additional £120,000.00 had been set aside for the likely impact of COVID-19 and this was no longer required for 2020/21; there was every indication that 2021 was going to be another challenging year.

Members of the Finance and Resources Committee agreed to:

i) note the Projected Financial Outturn to 31 July 2021;
ii) note the financial position relating to the Arms Length Foundation at 31 July 2021;
iii) note the actual financial performance for the first 11 months of the year reflected in the Management Accounts to 30 June 2021;
iv) note the College Debt position at 31 July 2021;
v) approve the bad debt write-off of £1,892.94 in Student Fees;
vi) note the Student Funding position at 31 July 2021 and the initial SSF allocation for 2021/22;
vii) note the Projected Cash Flow to 31 July 2021 as at 15 June 2021;
viii) approve the underlying cash target of 15-25 days, equating to c£1.25m-£2.1m; and
ix) note that the draft FFR was submitted to GCRB/SFC by the 31 July 2021 deadline.

9. Voluntary Severance 2020/21- Final Position - NIPD

The Vice Principal Operations advised members the purpose of this report is to provide members with the final position in relation to the 2020/21 Voluntary Severance (VS) scheme.

J Evans advised the VS scheme was required to enable the College to be financially viable in academic year 2021-2/22 and in future years. She added it is a key component of the College's Transformation and Renewal Plan (T&RP) which requires on-going reductions in staffing numbers to achieve and maintain institutional sustainability.

She noted the particular focus on CLD staff as there had been a significant reduction in external funding received by the College for this year and the next two years for CLD activity. The reduction in funding means that the College will receive around £273k on an annual basis compared to £630k prior to the reduction in funding by the City Council.

She highlighted the information contained in tables 1 and 2 in the report that was presented to the Renumeration Committee on 6 May 2021 that related to VS cost savings and support staff reinvestment.

J Evans advised that based on the current position, the Quarter 1 Forecast for 2021-22 will need to account for additional costs of £40,776. She added that success of the VS scheme had a very positive impact on ongoing financial sustainability.

The Chair thanked J Evans for a thorough report and invited comments and questions.

In response to a question on the difference in total of £200,000 and whether this would be a problem, J Evans advised that some of the factors included in the original plan in the T&RP had changed and the figure hadn't been met. She added that the overall swings meant that the budget VS savings was reduced to a lower figure.

Members of the Finance and Resources Committee agreed to:

i) note the contents of this report; and
ii) that they will be notified of the total reinvestment cost when this is finalised.

10. Capital and Sustainability Update

The Director of Corporate Services advised the purpose of this report was to provide an update to members in relation to Estates Capital Expenditure for 2021/22 and environmental and sustainability matters.

L Clark advised the capital and maintenance allocation for the College is £499,000.00 and the deadline for the spend is 31 March 2022; she advised of significant challenges in progressing estates/capital projects particularly during the current pandemic, coupled with the implications of Brexit on supplies/demands which has resulted in work/contractor pressures. However, despite these ongoing challenges, work is on schedule and is expected that the deadlines set the GCRB will be met.

L Clark advised it had been hoped that the appointment of a Project Manager (Environment and Sustainability) within GCRB would provide valuable assistance in environmental arenas. She opined that as environmental regulatory requirements increase exponentially, the drive to reduce carbon intensifies and the funding opportunities appear, it may be prudent for the College to consider making their own appointment for an individual to assist with this area within the College. Such an application could be made to the Glasgow Kelvin Learning Foundation – SCIO. Members considered this to be an appropriate suggestion of a way forward.

L Clark advised Glasgow Kelvin College was thrilled to learn it has been shortlisted as a finalist in the Green Gown Awards 2021 for its East End Community Garden project under the heading of Student Engagement. A short media clip about the project was currently being produced and would be circulated to members when ready.

The Chair thanked the Director of Corporate Services for a thorough report and for the photographs which brought the works to life. She invited comments or questions.

Members stated that there was an opportunity to demonstrate the community garden and the green aspect of the work that the whole College fully supports. J Evans advised that Green Kelvin is a key component of the draft College Strategy. She noted the suggestion to approach the ALF for funding to fill the post for two years to allow the College time to make the post sustainable within its own budget and recruit on a permanent basis.

Members of the Finance and Resources Committee agreed to:

i) note the contents of this report, links and appendices.

11. Human Resources Update

The Director of Human Resources advised members that the purpose of this paper is to provide members with an update on Human Resources matters in the following areas:

- Employment Relations
- Transfer to Permanency
- General Teaching Council (Scotland)
- Policy Development

D Shiels informed members that EIS/FELA raised a National Dispute on 28 August 2020 relating to the creation of Assessor/Instructor roles within Colleges. She added that EIS and Colleges Scotland reached a resolution, and this was ratified at the NJNC, which resulted in the agreement of a National Role Profile for Lecturers. She provided members with a summary of the EIS/FELA pay claim for 2021/22.

She further informed members that discussions are ongoing with NJNC – Side Table (Support) in respect of the Support Staff pay claim for 2021-22. She provided members with a summary of the pay claim submitted by Unison that included a strategy to achieve a four-day week including joint trials during academic year 2021/22.

In addition she advised that the National Job Evaluation project is ongoing and there has been a further delay of six months during the evaluation stage of the project. She added it was anticipated Colleges will be informed of the outcome for their staff by December 2021.

D Shiels took members through the process undertaken by the College with regard to perminisation as noted in the report.

In addition, she provided members with an update on the professional registration with the General Teaching Council (Scotland) (GTCS). She added that a further ten teaching staff will be supported through the TQFE programme during academic year 2021-22.

D Shiels informed members that in accordance with the Policy Review Schedule ten policies and procedures are due for review in academic year 2021-22. She added that the College would work with its recognised Trade Unions and key stakeholders to develop a Gender Based Violence Policy to support the launch of the Report and Support Toolkit.

In response to a question from the Chair, D Shiels advised in terms of transfer to permanency the report provides assurance to members that the College is complying with the rules and is addressing the issue of additional hours where these are not cover hours. She added that discussions had taken place with EIS to consider how to formalise the process going forward and agree an approach. She provided feedback on the discussions held and highlighted that EIS are not willing to discuss this at the moment as it is anticipated this will become a national issue.

In response to a question from the Chair, D Shiels informed members that a national pay grading workgroup was set up, with a number of leads in this area, to look at this and explore different models; at present with no definite decision. Unison have been clear from the start they want a national pay grading structure across the sector, similar to what

teaching staff have; the sector is different in terms of its support staff structure in comparison to its teaching staff structure.

Members of the Finance and Resources Committee agreed to:

i) note the content of this report and its Appendix;
ii) note a further update report will be provided on the GTCS registration process for staff at a future meeting of the Finance and Resources Committee; and
iii) note that ten revised policies and procedures will be presented at future meetings of the Finance and Resources Committee during 2021/22.

12. Annual Staff Attendance Report for 1 August 2020 to 31 July 2021

The Director of Human Resources informed members that the purpose of this report is provide further details on the staff attendance figures for academic year 2020/21, 1 August to 31 July 2021.

D Shiels took members through, in detail, the annual absence rate for academic year 2020/21, including the comparison for the past two academic years and categorised by short-term and long-term absence for academic years 2020/21, 2019/20 and 2018/19.

She highlighted that the College specifically monitors and reports on absences related to mental health and wellbeing and took members through the figures contained in the report. She added that the College has developed and implemented a range of approaches to support the mental health and wellbeing of its staff and students.

D Shiels informed members that the College recorded absences related to COVID-19 separately from those recorded under its Attendance Management and Support Policy and Procedure in academic year 2020-21. She provided a summary of data contained in the report. She added that the College continues to work in partnership with staff, managers and representatives of its recognised Trade Unions and its external partners to develop and apply approaches to managing attendance.

D Shiels highlighted that the Scottish Funding Council (SFC) allocated funding to colleges to support the mental health and wellbeing (Funding for Mental Health in Colleges academic year 2021-22). She noted that the funding is to support the appointment of a Mental Health Co-ordinator role. She added that the post of Wellbeing and Engagement Lead has been advertised on a fixed-term for 12 months basis and the recruitment process is ongoing.

The Chair thanked the Director of Human Resources for the report and noted the approach of the College towards mental health for staff and students as excellent and welcomed the advertised post for the Wellbeing and Engagement Lead.

In response to a question, D Shiels noted that working from home had had a positive impact on the reduction in short term absence. She added that there had been a reduction in long-term absence although a number of other Colleges have reported an increase.

The Chair noted the report was very positive and reflects well on the College, the Human Resources team and staff. Members discussed the proposal by Unison to go to a four-day week and building in working from home. D Shiels informed that the College has produced a Blended Working Guide which will be piloted for a year and then be evaluated.

D Smeall provided members with feedback on Unison proposals from the Employers Association meeting he had attended.

L Ellison stated that she was impressed by the fall in the absence rate which had obviously started well before COVID-19. D Shiels informed members that investment in working with managers and a concerted effort from the Human Resources team to make sure managers are supported and advised had contributed to the fall in absence rate pre-Covid19.

Members of the Finance and Resources Committee agreed to:

i) note the content of this report;
ii) note the Director of Human Resources will bring forward an update report on the College health and wellbeing strategy to a future meeting of the Finance and Resources Committee; and
iii) note the Director of Human Resources will bring forward an update report to the Finance and Resources Committee, 08 February 2022.

13. Fixed Asset Disposal/Write-Off

The Director of Corporate Services informed members that the report sought approval for the physical and accounting disposal/write-off of College assets.

L Clark advised, as reported to the Audit and Risk Committee on 15 June 2021, two Apple Mac machines were stolen from Springburn Campus on Monday 10 May 2021. This matter was reported to the Police and to Glasgow Colleges Regional Board. The total loss from both machines amounted to £2,764.96. With the approval of the Finance and Resources Committee, the stolen items need to be removed from the College's Fixed Assets Register as listed in Appendix 1.

She added that the Principal has written to College staff stressing the importance of vigilance in relation to College equipment; work has also been undertaken to tighten electronic security.

She highlighted the resource implications and risks noted in the report.

Members of the Finance and Resources Committee agreed to:

i) note the content of this report; and
ii) approve the disposal/write-off of these pieces of equipment as listed in the Appendix attached.

14. Finance and Resources Committee Self Evaluation

The Chair noted the Finance and Resources Committee Self Evaluation was a good report and captured all contributions and invited comments and questions.

The Secretary to the Board noted this was a positive paper and informed she would review the action points and liaise with the Director of Corporate Services in relation to the Governance Action Plan, where these points would be added.

I Patrick noted it was a very good discussion at the Committee and the paper reflected this and the areas for improvement and action. He added that it was reassuring that following on from the External Facility Effectiveness Review and the Board Self-Evaluation session there was only slight improvements required.

The Chair added that the finance training session facilitated by J Evans had been well received.

Action: Review action points and add to the Governance Action Plan – Secretary to the Board and Director of Corporate Services.

15. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda items

There were no equality issues raised at the meeting.

16. Risk Management - Risk Issues to be considered as a consequence of the consideration of the above agenda items

There were no risk management issues raised at the meeting.

17. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda items

There were no Data Protection issues raised at the meeting.

18. Closure

The Chair thanked members for their attendance, contribution and questions. The meeting closed at 6.25pm.

19. Date of Next Meeting – 30 November 2021

The Chair suggested to members the joint meeting with the Audit and Risk Committee on 30 November 2021 could be possibly be held in person in the College campus, this would be confirmed nearer the time.