Glasgow Kelvin College

Item 05

Glasgow Kelvin College

Board of Management

Finance and Resources Committee

Minute

Minute of the Finance and Resources Committee meeting held on Tuesday, 8 February 2022 at 5.00pm via Microsoft Teams

1. Sederunt

Laura Birch (Chair)
Ian Patrick
Derek Smeall
Heather McNeil
Stephen Birrell
Rob Doyle
Dr Marion Allison

In Attendance:
Linda Ellison, Secretary to the Board
Jeanette Evans, Vice Principal Operations
Lisa Clark, Director of Corporate Services
Doreen Shiels, Director of Human Resources
Annette McKenna, Governance & Executive Support Manager (recording purposes)

2. Apologies

No apologies were received.

3. Terms of Reference

The meeting was quorate with 7 members in attendance.

4. Declarations of Interest

There were no declarations of interest noted. The Chair reminded members that they could declare an interest during the meeting.

5. Minute of the Previous Meeting held on 30 November 2021

Members accepted the minute as an accurate record of the business conducted at the meeting held on 30 November 2021.

6. a) Matters Arising from the Previous Meeting held on 30 November 2021

There were no matters arising from the previous meeting held on 30 November 2021.

b) Action List

i) Finance and Resources Committee Action Log as at February 2022

The Chair of the Board of Management raised a point with reference to the action 'The Principal to facilitate a micro session with Board members on the draft Planning Framework when finalised' opining that this had not been covered during the Power

Bi presentation at the recent Board Development Event. The Principal agreed and noted that he planned to produce a briefing report on the Strategic Framework and Scorecard for the next Board meeting in March 2022. The Chair of the Board and the Principal agreed to consider an appropriate date for a micro session to be held, following the Board of Management meeting in March 2022.

Action: Micro session to be held on the College Strategic Framework and Scorecard, facilitated by the Principal, following discussion with the Chair on an appropriate date.

7. Finance Report – NOT IN THE PUBLIC DOMAIN

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

J Evans took members through the content of her report in considerable detail. She highlighted the Quarter 1 Forecast position figures in section 3 of the report that reflected a small reduction from the original budget. She took members through the explanation for the movement in the budget as laid out in section 3.1.1.

She noted the positive variances in the Management Accounts as at 31 December 2021 measured against the Quarter 1 Forecast. She added that work was currently being undertaken on producing a Quarter 2 Forecast.

In addition, she informed members of a windfall received by the College in relation to its Business Interruption Claim and added that this would be fed into the Quarter 2 Forecast.

She presented the proposed student fee write off information and requested that the Committee approve that the uncollectable funds to be written off, members agreed. She added that as part of the College reinvestment programme, student support funding was now managed by the Finance Team.

In a response to a question, J Evans informed members that although the SFC had not clawed back funding for any unmet targets last academic year they had asked colleges to feedback on projected figures they won't deliver for this academic year. In addition, she noted that SFC are keen to look at clawback across the sector. She added that the College had provided its projection, as requested, to Glasgow Colleges Regional Board (GCRB) and SFC related to possible clawback at a regional level. She added that this will factor in the Quarter 2 Forecast.

Members discussed, at length, the detrimental financial effect the clawback, flat cash settlement, pay rises and budget cuts would have on the College.

The Principal noted that the Vice Principal Curriculum and Quality Enhancement was leading, with the Curriculum Directors, on optimising credits; January starts, term 3 enrolments and community work. He added that the Senior Team were gathering the latest intelligence and examining scenarios. He noted that a Finance Update report would be brought to the Board of Management meeting in March 2022.

In a response to a question related to the high number of cancelled applications,

J Evans informed members that prospective students apply for more than one course therefore the numbers made sense. She added that the process is currently being simplified and streamlined.
Members discussed the layout and content of the report and agreed it was comprehensive and they liked the use of tables to show variances etc.

Members of the Finance and Resources Committee agreed to:

i) note the small change to the financial position reflected in the Quarter 1 Forecast;
ii) note the actual financial performance for the first 5 months of the year reflected in the Management Accounts to 31 December 2021;
iii) note the College Debt position at 31 December 2021;
iv) approve the bad debt write-off of £2,642.56 in Student Fees;
v) note the Student Funding position at 23 January 2022; and
vi) note the Projected Cash Flow to 31 July 2022 as at 31 December 2021.

Action: Vice Principal Operations to bring a Finance Update report to the Board of Management meeting being held on 14 March 2022.

8. Correspondence - College Budgets 2022-23

The Vice Principal Operations provided members with a verbal update on the correspondence related to College Budget cuts for academic year 2022/23.

She provided members with a detailed overview on how the cuts to the budget would effect the College and the financial cost pressures involved for next academic year. She noted that Further Education had been disproportionally influenced by the budget cuts.

She provided members with a summary of the current Foundation Apprenticeship income for the College and how the funding would be delivered going forward. In a response to a question, the Principal informed members that in terms of the learner journey the Senior Team would review any impact when the final funding for this cohort had been confirmed.

The Chair of the Board of Management informed members that he and the Principal had met with local elected members and had highlighted the adverse consequences the funding cuts would have to the College and the sector, in particular with regard to the Foundation Apprenticeship programmes.

Members discussed and noted the financial challenges facing the College in academic session 2022/23.

9. Annual Procurement Report 2020-21

The Vice Principal Operations spoke to the content of the report and reminded members that one of the requirements of the Procurement Reform (Scotland) Act 2014 was that all public bodies publish a detailed report on procurement activity. She added that the purpose of the report was to provide members with that information.

J Evans informed members that the data contained in appendix 1 and 2 of the report had been compiled by A Lees, Procurement Manager, an APUC employee. She

provided members with a summary of how the regional shared procurement service functioned, allowing for collaboration within the region.

She highlighted the lower than normal spend due to Covid19. She noted that wherever possible the procurement framework currently in place had been utilised. She added that the Procurement Strategy objectives form part of an action plan based on the College assessment against the Scottish Government Procurement and Commercial Improvement Programme (PCIP). She noted that the College's next PCIP audit would be conducted in the Summer of 2023.

In addition, she informed members that the College procurement policies and procedures are legally compliant and there had not been any complaints or legal challenges during the year.

Members of the Finance and Resources Committee agreed to note the content of the report and its appendices.

10. Capital and Sustainability Update

The Director of Corporate services spoke to the content of the report that sought to provide an update to members in relation to various capital and estates matters.

L Clark provided members with an overview of the report and highlighted the following:

- Capital Planning / Expenditure for 2021/22: on target to spend the capital allocation of £499,000 by the end of March 2022. She highlighted the list of projects and progress as outlined in appendix 1 and some photographs of recent work undertaken in appendix 2 to the report;
- Campus Reinvestment Project: Glasgow Kelvin Learning Foundation had agreed to assist with funding for the project that would upgrade the campus buildings in relation to the curriculum/student experience – most prominently in Easterhouse and Springburn Campus;
- Single Use Plastics / Plastic Packaging Tax: working with the Procurement Manager and United, the College's catering/cleaning contractor, on how to progress this;
- Recruitment for Environmental Sustainability Manager: have 6 good candidates for interview;
- Land at Springburn: the College have met with Hydepark Residents Association re. purchase of the land; and
- Business Interruption Claim – received £250,000: thanked A Carr and
- L McGovern for the detailed work undertaken on the claim, a good outcome for the College.

Members of the Finance and Resources Committee agreed to note the content of this report, links and appendices.

11. Human Resources Update

The Director of Human Resources spoke to the content of the report that sought to provide members with an update on matters related to Human Resources.

D Shiels provided members with an overview of the report and highlighted the following:

- Employment Relations: EIS and Unison are in dispute over their pay offer for 2021/22;
- National Job Evaluation Exercise: the exercise has been completed and a quality check exercise is currently being undertaken that is expected to be completed by the end of January 2022. Talks regarding pay and grading structure are ongoing;
- Queens Platinum Jubilee: in conjunction with recognised trade unions the public holiday arranged for 30 May 2022 has been moved to 3 June 2022 with an additional day's leave granted for 2 June 2022;
- Coronavirus (COVID-19) - One Off Payment to college lecturers: one off payment made to 8 staff who qualified;
- Employers Association Business Proposal: meeting held on 1 February 2022 and the decision was to fully support the EA Business Case proposal;
- General Teaching Council (Scotland) Consultation: feedback from the consultation indicated three critical areas of strong disagreement and
- Attendance Management: in comparison with last year's absence figures there has been an increase of 1.2% in both short-term and long-term absence.

A member proposed that a breakdown of short-term and long-term absence also be provided in future reports. D Shiels agreed to include this going forward.

In a response to a question, D Shiels informed members that the poor interest in the Equality and Diversity Manager role within the College appeared to be replicated throughout the sector in numerous roles. She added that this was also the case recently when the College advertised for an Environmental Sustainability Manager.

Members discussed unison and staff expectations with regard to an increase in salaries following the National Job Evaluation Exercise. The Principal informed members that the exercise was required to be completed, including any associated appeals, by March 2023 as the Scottish Funding Council (SFC) had indicated that the funding would only be available until then.

Members of the Finance and Resources Committee agreed to note the content of the report.

12. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda

Members noted the financial risks considered when discharging items 7 and 8 on the agenda.

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

Members agreed that no new equality issues had arisen as a consequence of the business conducted at the meeting held on 8 February 2022.

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

Members agreed that no new data protection issues had arisen as a consequence of the business conducted at the meeting held on 8 February 2022.

15. Closure

The meeting closed at 6.15pm with the Chair thanking members for their attendance and contribution.

LB/JE/AMcK
February 2022

16. Date of Next Meeting
Tuesday 10 May 2022 at 5pm