

Present: Steven Wallace (Chair)
Willie Mackie (Vice Chair)
Fiona Blain
Christopher Hall
Mary McClung
Jack McCrindle
Fiona McQueen
Hazel Murphy
Mike Stewart
Carol Turnbull (Principal)
Alan Walker

In attendance: Brendan Ferguson (Board Secretary)
Yvonne Melvin (Executive Assistant)
Michael Breen (Vice Principal – Finance)
Anne Campbell (Vice Principal – Curriculum)
Jane McKie (Vice Principal – People)
David Davidson (Director of HR and Organisational Development)
James Thomson (Director of Finance and Student Funding)
Liz Walker (Head of Financial Services)

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting, and in particular new board members Fiona Blain, Mary McClung and Mike Stewart. There were no declarations of interest.

2 Apologies

Apologies were received from Board Member, Scott Cooley.

3 Minutes of the Previous Meeting held on 4 June 2019 (Paper 1) (P)

The minutes were approved as a correct record

Proposed: Christopher Hall
Seconded: Hazel Murphy

Action Tracker (Paper 1a) (P)

Action 4 - The Committee agreed this would remain marked as In Progress and an update would be provided at the meeting in November 2019.

Action 12 - The Committee agreed this would be marked as Completed, but would remain on the tracker.

Action 13 - The Committee noted this would be covered in the meeting at Item 13 on the agenda

Action 14 - The Committee agreed this would remain marked as In Progress and that further discussions were required.

Action 15 - The Committee agreed this would remain marked as In Progress.

Action 16 - The Committee agreed this would remain marked as In Progress.

Action 17 - The Committee noted this would be covered in the meeting at Item 7 on the agenda

4 Matters Arising

There were no matters arising not dealt with on the agenda.

5 2018-19 Management Accounts at July 2019 (Paper 2) (P)

M Breen introduced Paper 2. For the benefit of the new board members in attendance, M Breen provided a detailed explanation of the Management Accounts Paper and why it was brought to this meeting. M Breen then took the Committee through V1 as presented, reminding members that this represented the trading position for 2018-19 as at the end of the 2018-19 academic year. The next version that the Committee would see would be the Audited Accounts at its November 2019 meeting. The operating surplus in excess of budget was highlighted to the Committee and members' attention was then drawn to Table 1 and Diagram 1 for graphical information. M Breen then took members through the variances and position to date. Members were advised on the challenges faced and M Breen concluded that he was pleased with the current positive position. A number of questions were asked and satisfactory responses received.

The Committee welcomed the content of Paper 2, noting the positive, but still financially challenging, position. The Committee also welcomed the introduction of graphical information to the paper. During discussion, it was suggested and agreed that a robust commercial income paper would be beneficial for consideration at future meetings.

The Committee noted and welcomed Paper 2 and commended its informative layout

The Committee approved the 2018-19 Management Accounts for the period ended 31 July 2019.

Action: A Commercial Income Update paper to be provided as a standing item from 2020.

6 National Bargaining Update (*Verbal*)

J McKie provided a verbal update outlining the progress to date. Members were advised that the revised national pay and conditions of service agreement for lecturing staff had been advised to the sector in June 2019, and that a National Working Practice Agreement (NWPA) had now been implemented. The NWPA brings together in one document all previously agreed national terms and conditions of service for lecturing staff.

The Committee was advised that the College was continuing its work with staff and trade union representatives in relation to the local processes of the nationally agreed Job Evaluation exercise for support staff. J McKie reminded members that the date for implementation of the JE exercise had been agreed nationally as 1 September 2018. The outcomes of the whole national process would require, at the final implementation stage, to be backdated to that date.

The Committee noted the above verbal update.

7 2018-19 Organisational Review – Final Position (*Presentation*) (*R*)

J McKie provided a presentation on the final position of the 2018-19 Organisational review and provided some background information for new Board members present. The Committee was advised of the work that management had undertaken to ensure that the College achieved the deadline date of 31 July 2019 for the full implementation of the process. It was vital that all actions with regard to the management of the Voluntary Severance (VS) scheme were complete by the same date i.e. the end of the academic session 2018-19 and the end of the College's financial year. J McKie advised with regard to the SFC's detailed scrutiny of the VS approval processes and the College's financial management of the scheme. Members were advised that the HR team had worked closely with staff affected by the organisational changes and that the new structure had been successfully implemented on 1 August 2019.

The Committee was advised that recruitment to new posts was ongoing and that all new teams would have participated in development sessions by end of October 2019. Individual training/development would be provided from August 2019, with ongoing mentoring.

In response to a question, J McKie confirmed that every effort had been made to ensure that the outcome of the Organisational Review did not result in any diminution of the student experience, and this position would be monitored by the new curriculum teams.

J McKie confirmed this would be the final update to the Committee.

The Committee noted the content of the above update and commended the College for its management of this process.

8 HR and Organisational Development Report (Paper 5) (P)

J McKie took the Committee through Paper 5 as presented.

J McKie advised members with regard to the sickness absence monitoring information. As a key performance indicator for the organisation, the aim was to maintain absence levels between 3 and 4%. It was noted that absences were within or below this level.

J McCrindle voiced his concern on the number of absences due to apparent mental health reasons. J McKie advised on the generic group headings used for absence reporting and about any assumptions with regard to the specific reasons for staff absence. The Committee welcomed assurances that staff wellbeing was the highest priority for the organisation and that processes were in place to help to address the needs of staff, dependent on their own particular circumstances, including mental health.

Staff Learning and Development

Members were advised that the dates for the forthcoming Investors in People (IIP) review had been scheduled for late November to early December 2019. An update would be provided at the November 2019 Committee meeting .

Health, Safety and Wellbeing

J McKie advised members with regard to the ongoing accident and incident monitoring processes, which indicated different levels of accidents/incidents occurring across the main campuses, relating to different aspects of the curriculum. Members noted the positive position of zero incidents being reported under RIDDOR in the period.

The Committee noted Paper 5 and its content.

9 2018-19 Student Support Funds Position as at July 2019 (Paper 6) (P)

J Thomson took the Committee through Paper 6 as presented, noting that the main reason for the significant underspend in the application of the FE Discretionary budget for 2018-19 was the impact that the roll out of Universal Credit (UC) was having on students and young person poverty in general. It was explained to Members that a decision to provide discretionary funding to students receiving UC could result in those students having their overall funding stopped, and thus be financially disadvantageous to them. As a result, applications to the fund had decreased. J Thomson assured the Committee that he and his team were working closely with students and the Department of Work and Pensions on this matter.

The Committee noted Paper 6 and again regretted the impact of the roll out of Universal Credit on some of the most financially disadvantaged students.

10 SFC Funded Capital and Revenue Expenditure Position at July 2019
(Paper 7) (P)

M Breen took the Committee through Paper 7, noting that the period of allocation for the 2018-19 grant had been extended to July 2019. M Breen advised the Committee on the £1.7m spent on the works at the Ayr campus, as set out in Paper 7. Members were also asked to note the hard work of Ray Walkinshaw and his Estates team in achieving this positive position.

The Committee noted Paper 7 and commended Ray Walkinshaw and his team on their work over the summer.

Action: Item 13 in the Action Tracker to be marked as completed.

11 2019-20 Update on Capital Works *(Verbal)*

M Breen provided a verbal update on the capital works planned for 2019-20, in the light of the significantly decreased Capital and Revenue grant provided by SFC for 2019-20. Members were advised that the planned investment would focus on small ICT projects. Given the overall allocation of circa £125,000, Members agreed to the request not to provide standing papers to the Committee.

Action: That the 2019-20 update on Capital Works be removed as a standing item on the agenda. Items for the agreement of this Committee to be brought to any future meetings by exception.

The Committee noted the above verbal update.

Received for Information

12 Certificate of Assurance SFC *(Paper 9) (R)*

13 SFC Financial Forecast Return (FFR) Circular *(Paper 10) (P)*

14 AOB

F McQueen questioned whether the College would require a Brexit Assessment to ascertain the risk posed. M Breen confirmed that the Chair of the Audit Committee had requested a Brexit Risk template to be completed for the next meeting.

15 Date of Next Meeting – Tuesday 19 November 2019 in Ayr Campus

(C/P) Confirmed minutes will be published on College Website

(P) – Paper will be published on the College Website

(R) – Paper is reserved, because it contains data or information of a personal nature, which is restricted by legislation, or because it contains commercially sensitive information, and will not be published on the College Website

Reserved Items on the next Page.