

**Minute of the Business, Resources and Infrastructure
Committee Meeting
Held via Video Conference Using Zoom
On Tuesday 1 June 2021**



Present: Steven Wallace (Chair)
Willie Mackie (Vice Chair)
Beth Clelland
Scott Cooley
Fiona McQueen
Mike Stewart
Carol Turnbull (Principal)

In attendance: Pauline Donald (Board Governance Adviser)
Yvonne Melvin (Board Administrative Officer)
Michael Breen (Vice Principal – Finance)
Anne Campbell (Vice Principal – Curriculum)
Jane McKie (Vice Principal – People)
James Thomson (Director of Finance, Student Funding and Estates)
David Davidson (Director of HR and Organisational Development)
Liz Walker (Head of Financial Services)

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting.

There were no declarations of interest.

2 Apologies

Apologies were received from Committee members Steven Fegan, Lauren Howieson, Mary McClung and Janette Moore and from ELT member Jane McKie.

3 Minutes of the Previous Meeting held on 9 March 2021 (Paper 1) (P)

The minutes were approved as a correct record.

Proposed: Mike Stewart **Seconded:** Scott Cooley

Action Tracker (Paper 1a) (P)

Action 4 - The Committee agreed this be marked as closed.

Action 16 - The Committee noted that this would be covered in the main agenda - Agenda item 11, Paper 8

Action 6 - The Committee noted that this would be covered in the main agenda.

Action 13 - The Committee received assurance that this item had been actioned.

4 Matters Arising

There were no matters arising not covered in the main agenda.

5 2020-21 Management Accounts (position as at 30 April 2021) (Paper 2) (P)

J Thomson introduced Paper 2, and provided the Committee with a high-level overview of the 2020-21 Management Accounts as at 30 April 2021.

J Thomson took the Committee through an accompanying presentation (contained in Admincontrol) highlighting the year to date variances against the year to date approved budget. The impact from the Covid-19 operational restrictions on the principal variances was discussed in detail and the Committee was re-assured by the projection that forecast reductions in commercial income would be offset by corresponding savings made in these areas as well as underspends in other expenditure areas. J Thomson concluded that the College was projected to exceed its budgeted position.

The Committee noted the positive position presented and approved the 2020-21 Management Accounts as at 30 April 2021. The Committee also commended the College, and in particular the Finance Team, for its continued financial acuity during this period.

6 College Capitalisation and Accounting Policy (Paper 6) (P)

J Thomson introduced Paper 6 as presented. It was proposed that the current capitalisation policy be revised and the thresholds outlined in Table 1 of the paper increased. This revised threshold would enable the College to make more effective use of its capital and revenue funding allocations. It was noted that, if approved, increased thresholds would provide greater flexibility than the previous system and would enable easier understanding of the policy, giving clarity for budget holders.

The Committee noted that, subject to members' approval, the revised capitalisation policy would apply from 1 August 2021 and there would be no requirement for the College to restate its annual accounts for any assets which had already been purchased.

The Committee confirmed their agreement to the proposal as outlined.

7 2020-21 Cashflow Projections (position as at 21 May 2021) (Paper 7) (R)

J Thomson introduced Paper 7 as presented. The Committee noted the projected trading cashflow balance as at 21 May 2021 and that trading cashflow remained positive in the period and in line with expectations.

The Committee noted Paper 7 and the positive position in the reporting period.

8 Investors in People (IIP) Report (Paper 8) (P)

D Davidson introduced the annual Investors in People Report, advising that the review had been carried out in December 2020. It was noted that a number of staff members had taken part and that the Report provided a valuable insight into the opinions of staff.

D Davidson then took the Committee through the key findings and recommendations from the review as outlined in the Report. The Committee

noted that this was a very positive first review and that the final accreditation review would take place in June 2022.

The Committee welcomed the first annual Investors in People Report and noted the positive outcomes.

9 HR & Staff Learning and Development Report (Paper 9) (P)

D Davidson introduced Paper 9 as presented, advising that the decrease in reported short-term sickness absence was still evident and HR staff continued to work with and support managers and staff. It was noted that remote working may have had a positive impact on sickness absence when compared with previous reporting periods. D Davidson highlighted the changes occurring in the reasons for sickness absence, with mental health and wellbeing related absence accounting for a significant proportion of absences. The Committee noted that the impact of Covid-19 on mental health and wellbeing had been well documented and the College had implemented a number of initiatives to support staff wellbeing.

D Davidson further advised that extensive consultation with Teams on the College's Organisational Effectiveness Review was underway and results were expected mid-June. It was highlighted that the College Lecturer Registration programme pilot with GTCS and three of Scotland's Colleges had concluded in March 2021 and that a report on the findings was expected in June 2021.

The Committee noted and welcomed the content of Paper 9.

10 Health, Safety and Wellbeing & Equality and Inclusion Report (Paper 10) (P)

D Davidson introduced Paper 10 and took the Committee through the Report as presented. It was highlighted that the College was working closely with the NHS Public Health Department and that this had been beneficial in helping the College mitigate and manage the impact of Covid-19. The Committee was pleased to note that Lateral Flow Device (LFD) testing kits were now available to all staff and students who have returned to regular on campus activity and that the uptake had been positive.

D Davidson further highlighted that a consortium of colleges and universities in the west of Scotland had partnered with Fearless Glasgow to raise awareness of and tackle gender-based violence on campus. The Committee was pleased to note that the College had successfully procured the online tool Report and Support, which the Scottish Government had agreed to part-fund as a pilot for the Sector. The provision of the Report and Support tool would positively support the College in achieving its ambitions of being an inclusive and safe place to learn, work and develop and would also support the College's Safeguarding processes. A short-life working group, Report and Support implementation group, would be established to support the full implementation by September 2021.

The Committee also noted that the College had partnered with the University of Strathclyde to bid for available funding from Inspiring Scotland to support the employment of a Coordinator for the TransEdu Community of Practice.

The Committee noted and welcomed the content of Paper 10.

11 2020-21 Student Support Funds (position as at 14 May 2021) (Paper 11) (P)

J Thomson introduced Paper 11, noting the position of the College at 14 May 2021 as a favourable variance of c£2.2m against the budgeted position. It was noted that there were no significant issues to report in relation to EMA and SAAS funds and that the College continued to provide financial support to students adversely impacted by the Covid-19 pandemic.

The Committee noted Paper 11 and the position of the College as at 14 May 2021.

12 Business Growth Update (Paper 12) (R)

Nuala Boyle, Head of Business Growth, attended for this item and took the Committee through Paper 12 as presented. It was highlighted that the Scottish Government formally extended the 2019/20 FWDF with all training required to be contractually agreed by 31 July, commenced by 31 August and completed by the end of December 2021. The Committee noted that the team and employers had responded well and it was projected that the 2019-20 allocation would be delivered successfully. N Boyle also advised on an increased allocation for the 2020/21 FWDF and that, to date, £392,000 of committed spending had been approved.

N Boyle also updated members on the FWDF SME fund, advising that progress was good and that the Team had been focused on extensively promoting the training offerings. The Committee was pleased to note that training resources had been bolstered by the Associate Trainers enabling the Team to deliver high volume training across the three programmes. N Boyle further highlighted a soft launch date of 21 June had been proposed for the new Training Management Software system, which, when fully embedded would add tremendous value to operational activities.

N Boyle advised the Committee on the intention is to develop a Business Growth strategy in line with the College's Statement of Ambition and proposed that an annual review be provided to the Committee at their meeting in September 2021 to highlight the progress made over the past year.

The Committee noted the content of Paper 12, commended the work and achievements of the Business Growth Team in challenging circumstances and looked forward to receiving the annual review at their meeting in September 2021.

13 2020-21 Corporate Risk Register – BRIC Extract (Paper 13) (R)

J Thomson introduced the draft BRIC extract from V3 of the Risk Register, and set out where each of the six individual risk levels were currently positioned. J Thomson took the Committee through each risk outlined in Paper 13.

The Committee agreed the following in relation to the Risks contained within the extract:

- **BRIC1 – Risk Assessment had decreased to 8 due to its collective risk scoring.**

- **BRIC3 – Risk Assessment had decreased to 3 but was outwith the Risk Appetite due to the strong financial performance reported in the management accounts.**

The remaining Risks were also decreased but remained within the Risk Appetite.

14 2020-21 Complaints Report (Qtr. 2) (Paper 14) (P)

The Committee noted Paper 14 and its contents.

15 Date of Next Meeting – Tuesday 7 September 2021

(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.