



FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of meeting
held on Tuesday, 5 December 2023
At 1.30pm in the Boardroom and via MS Teams

Present:

Ben Cookman (Convener)
 David Patterson
 Caroline Webster

Rebecca Dewis (MS Teams)
 Jamie Wilson

In Attendance

Shelly McInnes
 Derek Duncan
 Eleanor Melton (Clerk)
 Alex Hastings (Minutes)

Item		Action	Date
F.23.04.01	(i) Resignations		
1.1	There were no resignations.		
	(ii) Appointments		
1.2	There were no appointments.		
F.23.04.02	Apologies for Absence		
2.1	There were no apologies for absence.		
F.23.04.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no additional declarations of interest.		
F.23.04.04	Draft minutes of Finance and General Purposes Committee meeting held on 14 September 2023		
4.1	The minutes of the Finance and General Purposes meeting held on 14 September 2023 were accepted as a true and accurate record: Proposed: Jamie Wilson Seconded: Ben Cookman		
F.23.04.05	Draft Matters Arising/Actions from Finance and General Purposes Committee held 14 September 2023		
	F.23.03.10.1 – David to Provide MAATIC update at next FGP meeting.		
5.1	David notified the Committee that queries over the Moray Growth Deal had been re-submitted to the Scottish Government but there has been no reply or confirmation of any correspondence as of yet.		

	David confirmed the secondment of Kenny McAlpine to the Executive Office to enable him to focus on securing the Growth Deal funding for MAATIC and leading the first stages of its development post-funding. David notified the Committee that Kenny is currently unavailable to work and that ~UHI are trying to get support from project managers to fill in. It was noted that there will be major delays as a result of this unavailability as neither UHI nor the College can cover immediately.		
F.23.04.06	Q1 Management Accounts to 31 October 2023		
6.1	<p>Shelly supported the paper submitted to the Committee, highlighting that the College continues to advise the SFC and RSB that without a cash advance, operating costs of the College will not be afforded. Neither the SFC or RSB have advised whether a cash advance is available to the College.</p> <p>The report gives reasoning to the decrements across the College in the Q1 income report, such as the reduced opening hours in the Beechtree Restaurant resulting in lower income than originally forecast.</p> <p>There is currently no resolution to the FY 22/23 or FY 23/24 pay-rises. Shelly notified the Committee that Unison are due to go back out on strike and although EIS-FELA have not yet announced plans, similar arrangements are to be expected. The estimated out-turn for the year assumes that the final pay offer for both FY's is accepted and paid in the current financial year.</p> <p>There has been a positive variance to FFR in Staff Costs, largely due to a reduction of FTEs as part of strategic opportunism, allowing for a reduction in pay-rise costs and pension contributions.</p> <p>The end of year cash balance has projected a positive variance of £320k in comparison to the budget, due to the impact of variances noted in Shelly's report.</p> <p>The Committee noted Shelly's update.</p>		
F.23.04.07	Draft Annual Financial Statements and Report AY 2022-23		
7.1	The Committee discussed Deloitte's delay in signing off accounts due to resourcing issues causing an inability to fulfil a full audit for the targeted date. David wanted to clarify that Deloitte provide written confirmation of this so to avoid any reputational damage on the		

	College's side. It was clarified that Deloitte would be notifying Audit Scotland of this change.		
F.23.04.08	Draft Finance and General Purposes Committee Report to the Board		
8.1	Ben supported the report he prepared, detailing that the content is summarised as key issues have been shared at Board meetings throughout the year. The report included an update and understanding of the financial management of the College, a summary of the scrutiny of the Estates plan for the year and the Committee's continued involvement in the scrutiny of the Moray Growth Deal's two programmes.		
F.23.04.09	Estates Update		
	(i) Estates Update		
9.1	<p>Derek provided an update on the RAAC situation in the Speyside Wing. Pick Everard have completed their survey work allowing the reopening of the ground floor, providing that the installation of support beams on the top floor takes place. Due to the unavailability of contractors over the coming weeks, the target to have the beams installed has been extended to the end of January 2024.</p> <p>An asbestos management survey for all College buildings took place in November 2023, carried out by Environtec. Separate to this, asbestos was discovered in the glue under the flooring in room A001, which has been closed until the glue is removed and new flooring is installed.</p> <p>Derek raised the number of safety and security incidents on campus in which the estates team are having to manage for discussion. There has been a significant increase in anti-social behaviour and intruders within the college. Most of these incidents are happening on Wednesdays when schools are attending the College, in which the matters are reported to and dealt with by the schools. This raised discussions within the Committee with the Board members querying whether they should wear staff lanyards and sign into reception as this has not been asked of them before. The Board members also stated that they have not yet had an induction, which would clarify the process, since joining.</p>		
ACTION	Clerk to organise inductions for Board members who have not yet received one.	EM	ASAP
9.2	Derek also updated the Committee on planned maintenance and contracts, as read in his paper. The College have awarded LM Fire Ltd a contract to carry		

	<p>out Fire Risk Assessments. Of late, assessments took place every few years, however, the College has a higher demand than previous, therefore the expectation is that we will be moving to monthly engagements soon.</p> <p>Derek highlighted the current work being completed by the estates team to manage the extreme icy conditions we are experiencing. Detailing that we have taken a much more proactive approach in order to mitigate risk of insurance claims by procuring new signage on campus warning of the risks, and an evening time gritting contract.</p>		
	(ii) Capital and Backlog Maintenance Plan		
9.3	<p>Derek provided an update, detailing that work is still ongoing to cost the projects and the plan will require adjustments to cater for new priority works such as the short term RAAC remediation work.</p> <p>The Committee noted this update, detailing that caution is required for the items in the plan in relation to any impact restructuring the College will have, highlighting that this should be considered prior to the signing off of any of the prioritised works for 2023/24.</p>		
F.23.04.10	Risk Register Review		
10.1	<p>Shelly notified the Committee that there have been no significant changes to the Risk Register since the last meeting. A review of the risk register is currently underway due to the commencement of the Deputy Principal's secondment requiring their actions to be redistributed, these changes will be communicated to the Committee as soon as they are complete.</p>		
F.23.04.11	Policies for Review		
	(i) CCTV Policy		
11.1	<p>Derek updated the Committee, detailing that the use of Body Worn CCTV cameras has been added to the policy to de-escalate issues on campus following several safety related issues.</p> <p>The Committee noted that a decision regarding accepting the changes to the policy will be made at the next Full Board meeting on 14 December 2023.</p>		
ACTION	Ben to communicate comments to Derek by 8 December	BC	08-12-2023

RESERVED ITEMS			
F.23.04.11	Draft Reserved Minutes of Finance and General Purposes Meeting held on 14 September 2023		
11.1	This item is reserved, and the minute held in confidence.		
F.23.04.12	Emerging Issues		
	(i) Recovery Plan Update		
12.1	This item is reserved, and the minute held in confidence.		
F.23.04.13	Date of next meeting – 1 February 2024 – Joint meeting of FGP and Audit Committees		
	<i>Meeting closed at 3.00pm</i>		